



**AGENDA
CITY COUNCIL**

*1368 Research Park Dr
Beavercreek, Ohio*

**Work Session – Tuesday, February 19, 2019 5:00 p.m.
Council Chambers**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. DISCUSSION ITEMS
 - A. Cemetery Master Plan
 - B. Council Compensation
 - C. Miss Beavercreek
 - D. Greene County Grant
 - E. Correspondence
- V. INFORMATION ITEMS
 - A. 2018-19 Council/Manager Information
- VI. COUNCIL COMMITTEE/EVENT UPDATES
- VII. ADJOURNMENT

INTER-OFFICE MEMORANDUM

February 14, 2019

Memo To: Pete Landrum, City Manager
From: Bill Kucera, Financial Administrative Services Director
Subject: City Council Compensation



City Council's current annual compensation of \$6,000 was last increased in 2000. The Charter indicates the following:

- The compensation may increase or decrease the salary of its members by ordinance.
- The Mayor and Vice Mayor shall receive no additional compensation for their duties.
- No member of Council shall benefit from any increase in salary during such members current term of office.
- Any ordinance changing the salary of members of Council shall be adopted not later than June first of any odd numbered year.

Since this is an odd numbered year, it is appropriate for Council to review compensation and should it be Council's desire to modify compensation the legislation, in the form of the Ordinance, must be adopted before June 1st. Therefore, the legislation would have to be prepared in March 2019.

A detailed analysis was completed of Mayor/Council compensation in the region (See exhibit 1). The survey portrays the following details:

- The average compensation for the area (excluding Dayton) is approximately \$6,400 for Council members and \$9,000 for the Mayor.
- Of the 27 jurisdictions surveyed, only two have the Mayor and Council members receiving the same compensation (Beavercreek and Tipp City). Any change to this pay structure would require a Charter amendment.
- Of the 27 jurisdictions surveyed 11 provide additional benefits (Medical, Dental, Life, and Vision) to the Mayor or Council members. Of these only two offer benefits similar to the jurisdiction's full time staff. Meaning they receive the benefit coverage and must pay the same amount or percentage the employees are required to contribute. Six offer benefit coverage but require the members to pay 100% of the premium cost.

Since the last compensation modification, Ohio Public Employees Retirement System (OPERS) has been steadily increasing the minimum salary that members must earn each month to qualify for full service credit as noted below:

Years	Monthly Minimum	Annual Salary
1985-2013	\$250	\$3,000
2014-2016	\$600	\$7,200
2017	\$630	\$7,560
2018	\$660	\$7,920

This change has created some discussion in communities that want their council members to receive a full year of service credit. Some of have addressed this by passing legislation that accounts for the current and future month salary requirements. The suggested language was:

Council member's monthly salaries must at least equal the monthly earnable salary amount established by the Ohio Public Employees Retirement System for elected officials to receive full time credit for pension purposes or;
The salary of Council members shall automatically increase to the minimum monthly salary necessary for elected official to qualify for a full-month credit of contributing service in the Ohio Public Employees Retirement System on the effective date of any increase in the statutory requirement.

Should you have any questions or need additional information please feel free to contact me.

*City of Beavercreek
City Council Salary Benefits Survey*

CITY	POPULATION	TYPE OF GOVERNMENT	MAYOR SALARY	COUNCIL SALARY	BENEFITS		COMMENTS
					Y/N	BENEFIT DETAILS	
BEAVERCREEK	45,193	CHARTER	\$ 6,000.00	\$ 6,000.00	N		
BELLBROOK	6,943	CHARTER	\$ 6,000.00	\$ 4,000.00	N		
CENTERVILLE	23,999	CHARTER	\$ 14,500.00	\$ 14,500.00	Y	MEDICAL	Offered, but must pay full cost of insurance
CLAYTON	13,209	CHARTER	\$ 7,200.00	\$ 4,800.00	Y	MEDICAL, DENTAL, LIFE	Council members pay the same percentage as Full Time Employee
DAYTON	141,527	CHARTER	\$ 49,500.00	\$ 41,000.00	Y	MEDICAL, DENTAL, LIFE	Council members pay the same percentage as Full Time Employee - City Paid Life Insurance \$50k policy
ENGLEWOOD	13,465	CHARTER	\$ 3,000.00	\$ 2,000.00	N		
FAIRBORN	32,352	CHARTER	\$ 10,420.00	\$ 7,920.00	N		Ordinance ties Council salary to OPERS standard for full service credit
FRANKLIN	11,396	CHARTER	\$ 8,500.00	\$ 8,000.00	N		
GERMANTOWN	5,547	CHARTER	\$ 6,000.00	\$ 5,400.00	N		
HUBER HEIGHTS	38,000	CHARTER	\$ 7,452.00	\$ 3,600.00	Y	MEDICAL, DENTAL, VISION	Elected officials may opt to receive benefits but must pay 100% of total cost.
KETTERING	56,123	CHARTER	\$ 22,980.00	\$ 15,570.00	N		
LEBANON	20,033	CHARTER	\$ 9,000.00	\$ 6,000.00	N		
MIAMISBURG	20,181	CHARTER	\$ 14,515.00	\$ 10,640.00	N		
MIDDLETOWN	48,694	CHARTER	\$ 9,000.00	\$ 5,000.00	N		
MORaine	6,300	CHARTER	\$ 3,700.00	\$ 2,160.00	Y	LIFE INSURANCE ONLY	Council Member & Mayor receive additional salary attending meetings
OAKWOOD	9,202	CHARTER	\$ 4,000.00	\$ 2,800.00	Y	MEDICAL, DENTAL, VISION	Offered, but must pay full cost of insurance
PIQUA	20,522	CHARTER	\$ 6,000.00	\$ 5,000.00	N		
RIVERSIDE	25,000	CHARTER	\$ 6,000.00	\$ 4,000.00	Y	HEALTH, DENTAL, VISION, LIFE	Offered, but must pay full cost of insurance
SIDNEY	21,229	CHARTER	\$ 5,250.00	\$ 4,200.00	N		
SPRINGBORO	18,000	CHARTER	\$ 13,573.00	\$ 12,927.00	N		
SPRINGFIELD	60,608	CHARTER	\$ 14,330.00	\$ 10,750.00	Y	HEALTH, DENTAL, LIFE	Offered, but must pay full cost of insurance
TIPP CITY	9,689	CHARTER	\$ 5,000.00	\$ 5,000.00	N		
TROTWOOD	24,400	CHARTER	\$ 12,000.00	\$ 6,000.00	Y	HEALTH, DENTAL, LIFE	Mayor only offered benefits full cost
TROY	25,058	STATUTORY	\$ 22,553.00	\$ 8,047.00	N		
VANDALIA	15,246	CHARTER	\$ 5,700.00	\$ 4,900.00	Y	HEALTH, DENTAL, LIFE	Mayor only offered benefits full cost
WEST CARROLTON	13,143	CHARTER	\$ 7,500.00	\$ 3,000.00	Y	LIFE INSURANCE ONLY	Offered, but must pay full cost of insurance
XENIA	25,719	CHARTER	\$ 4,528.25	\$ 4,028.25	Y		Members receive small stipend instead of insurance
Averages (excluding Dayton)			\$ 9,026.97	\$ 6,393.93			

Memo

To: Pete Landrum, City Manager
From: Erin Harris, Recreation Program Supervisor
Date: February 14, 2019
Re: Miss Beavercreek Pageant

Attached is a report containing information and staff opinion about the Miss Beavercreek Pageant, as requested by City Council.

Please let me know if you have additional questions.

Thank you.

Miss Beavercreek Report

Background Information

Miss Beavercreek is open to girls going into 9 – 12th grade; Miss Junior Beavercreek for girls entering 6 – 8th grade. It focuses on civic engagement, leadership, and community service. While there is pageant including evening gowns, the bulk of the scoring comes from the girls' applications and interviews where they share with the judges their community service and leadership efforts.

Miss 4th of July, before 2008:

Current staff involvement goes back about 10 years. Miss Beavercreek started out as Miss 4th of July and has always been centered around civic-mindedness. At some point before 2008, Miss 4th of July became Miss Beavercreek; in 2008 enrollment was already declining, each year with varying volunteer involvement to help run the pageant.

Miss Beavercreek 2008 – 2012:

Prior to 2008, it ran separately from our division and we received names of past winners from the volunteer who ran the pageant. That year, there was only a few girls entered and the individual who won was crowned in the parking lot – not a very formal system prior to being crowned. The individual in charge of the pageant was having personal issues and dropped out. After that, the mom (Chastity Irwin) of the most recent Miss Beavercreek winner took over and again, ran 90% of the pageant on her own. Staff ordered the supplies (sash, crown, etc.) and served as judge. Ms. Irwin worked hard over the next couple years to get more attendees – most were friends of Jessica (a previous Miss Beavercreek). Under her direction we topped out at 12 participants in 2012.

Miss Beavercreek 2013 – 2015:

After Ms. Irwin's daughter was no longer involved in the pageant, the responsibility came to the recreation division. We worked with members of the park board to the help the night of the pageant, some pre-planning and marketing the program. We struggled to get participation and to find volunteers to help plan and run the event. In 2014, Miss Beavercreek was canceled along with all City 4th of July activities (it was considered part of the 4th of July activities).

Miss Beavercreek 2016 – 2018:

In 2016, we had a small group of mothers whose daughters had participated who wanted to see the pageant succeed; with some park board volunteers, we put together a small volunteer group, still lead heavily by recreation staff. The recreation staff secured all facilities and supplies, prepared application materials, took registrations, secured volunteers, and facilitated both the interview and pageant nights.

For the 2017 and 2018 pageant, the volunteer group and their daughters tried to bolster participation.

Advertising/Marketing efforts 2016 – 2018:

- City Facebook page and Miss Beavercreek Facebook Page

- Press Releases in all local newspapers
- Applications available in Parks & Rec office AND all middle schools and high schools
- Contacts made with area teachers: 5th grade teachers (incoming 6th graders) and middle and high school civics/government teachers who encouraged students to apply.
- Information published in City of Beavercreek In Touch
- Flyers shared at all parks bulletin boards, and community boards around town (Kroger, Library, etc.) city buildings, and parks & recreation special events during the Spring.
- Posters created and posted at all area middle and high schools including Regional STEM School, St. Luke's, and Carroll, as well as through Beavercreek Youth Council.
- Announcements made in daily PA announcements at Beavercreek High School in weeks leading up to application deadlines.
- Email blasts through Beavercreek Youth Council and Parks & Recreation database.

Participation has been low for a number of years.

<u>Year</u>	<u>Participants</u>
2011	10
2012	12
2013	7
2014	(Canceled along with all 4 th of July activities due to funding)
2015	5
2016	8 (only 2 Miss Juniors)
2017	8
2018	7 (only 1 Miss Junior)

In early 2018, the volunteer committee discussed moving the pageant date (always the end of May/early June), but decided against it. Right after school is out is when the girls' schedules are most free; during the school year their time is consumed with the various activities in which they are involved.

Resources

While expenses for the pageant have been covered through participation fees and sponsorship dollars, the amount of time and resources expended by our department, even with a volunteer committee, and various community resources (the use of the school theatre and their staff) is sizeable, especially when considering the number of participants. The pageant consist of two evenings 5- 9 p.m. where not only our Recreation Program Supervisor and Parks Intern are present, but also four judges, an emcee, various volunteer "pageant committee members" and the school theatre director. This doesn't include the time spent on preparations by staff in the months and days leading up to the event. The amount of people it takes to put on the event is larger than the number of people who participate. The pageant does draw a small audience, the family and friends of the participants, a handful or two for each girl. Last year we had about 50 in the crowd. This is well below the number of people who come to many other events that take fewer resources.

Stakeholders/Importance to the Community

The only requirement for Miss Beavercreek winners is to be present at the 4th of July parade and Fireworks, and help in some way with the Popcorn Festival. Typically, they serve as judges of booths or the car show at the festival. Beyond those two events, Miss Beavercreek is as involved as her schedule and motivation allows. She is welcome to attend ribbon cuttings and ceremonies, community special events and the like. Miss Beavercreek is very active some years; other years we do not see her besides her two required commitments.

Park Board Discussion

Discussions with the Park Board volunteers who sit on the volunteer committee were held informally about the pageant. Both Eric Corbitt (Park Board chair and Emcee), and Sharon Fulcher (Park Board member and Pageant Head Judge) have been heavily involved. Sharon sent her comments via email below:

“City Council

It is with great regret that the decision was made to no longer have the Miss Beavercreek Pageant. The past several years it has been very hard to get girls to participate in the pageant. We have worked hard to get the word out to let the middle school and High School girls know about the Civic Pageant. But with very little response or participation from the girls.

I have met some amazing girls over the years that have made such an impact in Beavercreek and will miss this event but the pageant is not an important event to the girls.

Sharon Fulcher”

School Superintendent Response

Staff shared with the Superintendent the City staff opinion to discontinue running the Miss Beavercreek pageant and encouraged the schools to consider adopting the pageant. Mr. Otten’s response is below:

“Erin - thanks so much for the information. We will certainly discuss this to see if we this is something that the district could take on for the future - I will let you know how that conversation goes.

Have a great rest of your week.

Paul

Paul Otten

Superintendent
Beavercreek City School District
3040 Kemp Road
Beavercreek, Ohio 45431"

School student survey

The High School Student Council and Beavercreek Youth Council have each been asked to get feedback from their members and peers about the interest level in the pageant. No response has been received from either group.

Options

There are several options to replace the Miss Beavercreek Pageant.

School Royalty:

Already, the Beavercreek Schools crown both Homecoming and Prom Royalty – we could work to include these students in more of our City events. All are welcome to ride in the 4th of July parade or volunteer at the Popcorn Festival, or volunteer at City functions and events, for example.

Beavercreek Youth Council:

The Beavercreek Youth Council serves Beavercreek youth in grades 6 – 12 (same as the pageant) who are committed to leadership, community service, and civic engagement (like the pageant). This group is involved in many community activities already and even has a scholarship program for High School seniors graduating “out” of the Council. The Youth Council is already a part of the popcorn festival and volunteers at various City events year-round.

Staff Recommendation

With all other events and programs, we weigh the community need, or demand for a program, and its community impact, along with the resources it takes to make it possible. Participation numbers over a number of years have not risen. The most recent years we have had the most volunteer help in advertising and spreading the word and it has made no difference. It remains clear that the majority of youth in our community do not want to participate in this sort of program.

This is also the only youth program we run that is gendered – only for females. We typically offer programs and events equally for boys and girls.

It is our recommendation to no longer to continue the Miss Beavercreek Pageant. This is the time of year we need to begin securing facilities, setting dates, and preparing application materials and securing

volunteers for the program. We will not be making plans and preparation for the pageant unless we hear differently soon.

Respectfully Submitted,

Erin Harris, Recreation Program Supervisor

January 16, 2019

Pete Landrum

From: Pete Landrum
Sent: Thursday, February 7, 2019 11:53 AM
To: Council
Cc: Mike Thonnerieux; Kim Farrell
Subject: FW: Miss Beaver Creek Civic Pageant

Council,

Please see the comments by the School District below. This topic is currently scheduled on the Council work session on Feb 19th.

Thanks,

Pete E. Landrum
City Manager
City of Beavercreek
Office: (937) 427-5510



Follow us on:



From: Erin Harris
Sent: Thursday, February 7, 2019 11:49 AM
To: Pete Landrum <landrum@beavercreekohio.gov>
Cc: Kim Farrell <farrell@beavercreekohio.gov>
Subject: FW: Miss Beaver Creek Civic Pageant

From: Paul Otten [<mailto:paul.otten@beavercreek.k12.oh.us>]
Sent: Monday, February 4, 2019 3:35 PM
To: Erin Harris <harris@beavercreekohio.gov>
Cc: Ronald Stamper <ronald.stamper@beavercreek.k12.oh.us>
Subject: Re: Miss Beaver Creek Civic Pageant

Erin,

I apologize for not getting back to you sooner regarding the Miss Beaver Creek Civic Pageant. I had an opportunity a couple of weeks ago to explore the option with the leadership of the district regarding taking this over moving forward, it was determined that we did not have the man-power nor the resources (time) to pull this off in an appropriate manner. Sorry we could not assist in keeping this moving forward for future generations.

Sincerely,

Paul

Paul Otten
Superintendent
Beavercreek City School District
3040 Kemp Road
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Follow me on Twitter at @BeavercreekSupt

"Make your life a story worth telling!"

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Respectfully Submitted,

Erin Harris, Recreation Program Supervisor

January 16, 2019

Pete Landrum

From: Pete Landrum
Sent: Wednesday, January 16, 2019 4:41 PM
To: Council
Subject: Miss Beavercreek
Attachments: Miss Beavercreek Report.pdf

Council,

As a follow-up, please see the attached report. If it is Council's will to further discuss this, it could be put on work session in February which is already very full. Please let me know.

Thank you.

Pete E. Landrum
City Manager
City of Beavercreek
Office: (937) 427-5510



Follow us on:



From: Erin Harris
Sent: Wednesday, January 16, 2019 3:32 PM
To: Pete Landrum <landrum@beavercreekohio.gov>
Cc: Kim Farrell <farrell@beavercreekohio.gov>; Mike Thonnerieux <thonnerieux@beavercreekohio.gov>
Subject: RE: "Heads Up" Miss Beavercreek

Hi Pete,
Here is the current information as requested. Let me know if you need anything else.
Thank you,
Erin

From: Pete Landrum
Sent: Friday, January 11, 2019 11:12 AM
To: Erin Harris <harris@beavercreekohio.gov>; Kim Farrell <farrell@beavercreekohio.gov>; Mike Thonnerieux <thonnerieux@beavercreekohio.gov>
Subject: FW: "Heads Up" Miss Beavercreek

Erin,
Please just make sure to include information on us reaching out to the school and their level of interest. Thanks,

Pete E. Landrum

City Manager
City of Beavercreek
Office: (937) 427-5510



Follow us on:



From: Charles Curran
Sent: Friday, January 11, 2019 11:00 AM
To: Pete Landrum <landrum@beavercreekohio.gov>
Subject: Re: "Heads Up" Miss Beavercreek

Before the staff does work a survey should be completed within the school district to see the degree of support among the student body. Maybe some other institutional event would be suggested. I agree with the Mayor Stone's suggestion to talk with the Superintendent.

Sent from my iPhone

On Jan 11, 2019, at 8:53 AM, Pete Landrum <landrum@beavercreekohio.gov> wrote:

Council,

I have asked staff to provide the below requested information by mid next week. I do agree it is a very visible program and I was sad at the thought of it going away, but at the same time, many things such as this area are in decline and have become difficult to continue. I do consider this a program falling under operations but as stated, it is very visible and input from Council is desired and very much appreciated, as you all will also hear from people about it and will want to know that the decision was made based on facts blank and blank.

Thank you!

Pete E. Landrum
City Manager
City of Beavercreek
Office: (937) 427-5510
<image008.jpg>
Follow us on:
<image003.png><image004.png><image005.png>

From: Julie Vann
Sent: Friday, January 11, 2019 1:53 AM
To: Pete Landrum <landrum@beavercreekohio.gov>
Cc: Council <Council@beavercreekohio.gov>; Kim Farrell <farrell@beavercreekohio.gov>; Erin Harris <harris@beavercreekohio.gov>; Mike Thonnerieux <thonnerieux@beavercreekohio.gov>
Subject: Re: "Heads Up" Miss Beavercreek

The staff works for the City Manager to implement policies approved by City Council.

Thank you for recognizing that City Council should have a voice in this decision.

This is a visible community program. It is a very visible part of the parade. Winners enjoy putting it on their college application resumes. I might agree with your recommendation to stop the pageant or I might suggest a change in the marketing or procedures.....but for a visible community program like this, I think it the City Council should be given a staff report:

- (1) Background information and a list of stakeholders and why it has been important to the community
- (2) Several options for the future...with the pros and cons of each...cancel the program, delegate the project to a committee, change the marketing or create a scholarship prize to get more participation, and maybe another alternative or variation .
- (3) Minutes from the Park Board discussion
- (4) And then the Staff recommendation

With that information City Council can evaluate the benefits and challenges and make a decision.

I think this is more significant than canceling basket weaving class.

Julie Vann

Sent from my iPhone

On Jan 8, 2019, at 7:23 AM, Pete Landrum <landrum@beavercreekohio.gov> wrote:

Council,

Please see below information with explanation.

Thanks,

Pete E. Landrum
City Manager
City of Beavercreek
Office: (937) 427-5510
<image008.jpg>
Follow us on:
<image004.png><image004.png><image006.png>

From: Erin Harris
Sent: Monday, January 7, 2019 3:00 PM
To: Pete Landrum <landrum@beavercreekohio.gov>
Cc: Kim Farrell <farrell@beavercreekohio.gov>
Subject: "Heads Up" Miss Beavercreek

Hello Pete,
This time is the time of year we set the schedule of all our Parks, Recreation & Culture Events for the year.
In reviewing all of the events we have historically done, we have determined there is no longer a community need for the Miss Beavercreek Pageant.

Normally, I wouldn't send you program/event decisions like this, but because we have had a variety of council and community members involved with Miss Beavercreek, I wanted to give you a heads up. I'll be sharing the decision with key volunteers who have helped put on the event in the coming days, but we don't believe there is a need to make an "announcement" or draw more attention than is needed. I'm outlining reasons for the decision below, so that if anyone does come to you or council asking about it, you'll have the background.

Despite our efforts, registration has remained very low for several years:

<u>Year</u>	<u>Participants</u>
2011	10
2012	12
2013	7
2014	(Canceled along with all 4 th of July activities due to funding)
2015	5
2016	8
2017	8
2018	7

While expenses for the pageant have been covered through participation fees and sponsorship dollars, the amount of time and resources expended by our department, even with a volunteer committee, and various community resources (the use of the school theatre and their theatre) is sizeable, especially when considering the number of participants. The pageant consist of two evenings 5- 9 p.m. where not only myself and our intern our present, but also 4 judges, an emcee, various volunteer "pageant committee members" and the school theatre director. This doesn't include the time spent on preparations by staff in the months and days leading up to the event. The amount of people it takes to put on the event is larger than the number of people who participate. The pageant does draw a small audience, the family and friends of the participants, a handful or two for each girl. Last year we had about 50 in the crowd. This is well below the number of people who come to many other events that take fewer resources.

We will no longer be running the Miss Beavercreek Pageant in 2019. Please let me know if you have additional questions.

Thank you,
Erin

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To: Beavercreek City Council
From: Pete E. Landrum, City Manager
Subject: Council/Management Action Plan 2019
Date: February 1, 2019

City Council Policies

1. Parcel-by-parcel approach to annexation of unincorporated areas of adjacent townships and review options.
2. Maintain minimum 20% balances in all major city operating funds on an annual basis.
3. Encourage/explore avenues to increase future year-end operating funds balances.
4. Continue to aggressively pursue grant funding to assist with community infrastructure.

City Council Procedures

1. Address all citizen calls and e-mails with at least an acknowledgement within 24-hours or forward to City Manager for response.
2. All requests for information from staff members must include a copy of the request to all City Council members and authorized by the City Manager prior to staff review.
3. Appointments to regional committees will be discussed with the entire council prior to selection. Clerk of Council maintains the list.

City Council Priorities

1. Joint meetings with Greene County, Beavercreek City Schools and Beavercreek Township.
Action: Schedule work sessions with the school district and township.
Status:
Timeline: TBD
2. Continue Council updates at regular city council meetings on committee involvement.
Action: Council members to provide updates during regular meetings.
Status: This is put on the agenda at each regular council meeting during council time.
Timeline: Ongoing

Staff Priorities

1. 2019 Municipal Budget – Goals and Objectives. **(See specifics below and attached)**
2. Continue annual neighborhood clean-up efforts in targeted neighborhoods and locations.
Timeline: A neighborhood clean-up is tentatively scheduled spring-early summer 2019.



Status:

3. In conjunction with website redesign, look at rebranding including review of logo and logo consistence, development of motto or tag line, and increase in press releases and social media content.

Action: Rebrand city logo(s) to be consistent throughout departments. Increase social media presence.

Status: After review of potential vendors and their products, Schlegel Creative was selected to “refresh” the city logo. The city has signed an agreement with the vendor and is moving forward with the refresh. A community/council committee has been formed to work with the company in establishing goals for the project. Press releases are created every 1 – 2 weeks and released to local media along with being published on the city’s social media sites. Schlegel Creative presented to Council on October 22, 2018. At the end, Vicki Giambrone volunteered to do some additional research prior to moving forward. On December 17, 2018, Vicki Giambrone, Council Member Litteral, Vice Mayor Garcia, Diane Gould and Pete Landrum met to review information. In summary, the group believes to make changes incrementally including colors, font and attempting to change the beaver to some type of script. All believe removing the beaver may be desired at some point in the future. Will re-engage vendor for some designs prior to going back to group and Council.

Timeline: Rebranding/refresh anticipated to be continued into 2019. Social media is ongoing.

City Manager -

As part of the budgetary process the City Manager, in conjunction with department heads, has assisted in the development of individual department goals and objectives. The City Manager will continue to work with, provide guidance and assistance as needed to all departments in order to reach their departmental goals and objectives.

1. Complete a citizen’s survey/questionnaire on various topics and issues to assist on near and long-term initiatives.

Action: City Manager and department heads develop questions for citizen’s survey.

Status:

Timeline: TBD

2. Ensure City/City Council policy directives are implemented promptly and efficiently.

Status: Ongoing

3. Continue active dialogue with neighboring communities regarding shared services.

Status: Ongoing. City Manager meets monthly with Beaver Creek Township Administrator. Mayor and City Manager are actively involved in the Greater Dayton Mayors & Managers Association.



4. Develop strategies to provide long-term operational stability and sustainability.
Status: Ongoing
5. Continue to work with staff to identify and implement long-term infrastructure funding mechanisms to meet future needs.
Status: Ongoing
6. Work with the Masters of Public Administration Program at Wright State University for two Capstone projects.
Action:
Status: City Manager and Finance Director have met with two student groups to discuss projects related to additional tax revenues and salary comparisons.
Timeline:
7. Conduct City Hall Open House in conjunction with the Police Department.
Action: Coordinate scheduling of events with staff.
Status: Date and time has been set.
Timeline: May 18, 2019 from 11:00 a.m. – 2:00 p.m.
8. Hold a Council Management Strategy Session in July/August 2019 to discuss and build consensus with City Council for policy initiatives of interest for 2020.
Action: Conduct Council Management Strategy Session in July/August 2019.
Status:
Timeline: 3rd quarter 2019.

City Clerk -

1. Continue to work towards obtaining Master Municipal Clerk designation.
Timeline: Ongoing
2. Continue to comply with new or modified legal mandates at the local, state, and federal levels.
Timeline: Ongoing
3. Design and develop a Clerk of Council manual.
Action: Develop manual of Clerk of Council responsibilities and how they are performed.
Timeline: Ongoing



Financial Administrative Services Department (FASD) -

Finance Department

1. Continue to provide exceptional financial services to the city as evidenced by obtaining the various awards for excellence in financial reporting.
Action: Have financial audit completed by independent auditors with no exceptions and in compliance with all applicable Ohio Revised Codes and professional accounting standards.
Status:
Timeline:
2. Implement new software interfaces with the City's financial accounting systems to automate various processes and provide a new efficient credit card payment processing system.
Action: Complete final implementation of the new scheduling and time keeping software city wide. Implement new credit card processing for new Smartgov software to allow for payments for parks, recreation, engineering, planning and finance departments. This should allow another payment option for residents and contractors.
Status:
Timeline: Should be completed by the end of the second quarter 2019
3. Update the long term financial strategies and alternatives to address the funding and timing of the city's levies.
Action: Update the City's long-term financial strategy reviewing all levies and timing of potential alternative revenue sources.
Status: The initial strategy was developed and presented to Council in March 2017 was updated in January 2018. The philosophy, strategy and timelines were developed and presented to Council. With their acceptance of the plan, the second phase was implemented with the renewal of the 2.0 mill street capital improvement levy, and renewing and increasing the Parks Levy by .3 of a mill and placing them on the May 2019 ballot.
4. Implement an updated financial accounting software designed to increase operational efficiencies and improve financial reporting.
Action: This software will be downloaded in the first quarter of 2019. This timeline should assist in the development of the 2020 Tax Budget and the City's 2020 Operating Budget.
Status:
Timeline: 1st quarter 2019



Information Services

1. Complete a comprehensive review of the city's equipment used to stream Channel 5.
Action: To complete a comprehensive review of the current equipment used for the City's PEG channels.
Status: The process has begun to isolate the equipment used to generate the PEG programming. The equipment and replacement costs are being reviewed to develop a long term replacement program and identifying critical pieces of equipment that are required to maintain the City's quality programming.
Timeline: This should be completed by the third quarter of the year.
2. Identify and analyze available options to increase viewership.
Action: Review alternatives for reaching more viewers.
Status: The City has engaged AT&T to ensure the signal is being received by AT&T subscribers on channel 99. The City has added a feature to monitor the broadcast, which was not done in the past. This allows us to monitor the feed to ensure it is being broadcast. We have also added airing of the Greene County Commissions meetings to increase viewership. The City will be looking into HD broadcasting in the future.
3. Develop strategies and procedures for Channel 5, the city's website, and all social media as related to community groups, enhancing city communications to residents and review assessment of all production equipment and technology options.
Action: Noted above.
Status: The City has increased utilization of Facebook and twitter to disseminate information quicker and to build the resident base. The City has received additional training on using the web page more efficiently and are set to redesign the website by the end of the year. The City is also completing a rebranding project to provide consistent representation of the City image throughout the social media outlets, included the PEG channels, websites and other social media outlets.
4. Evaluate the city's current website and determine if it should be updated through Civic or if the city should investigate new website options.
Action: Review current website for effectiveness and aesthetics to ensure Civic is the best software for the City's website.
Status: The City has received additional training to all the staff to modify the existing website and make these modifications more efficient. This training involved all staff members who update the website. This year the City is in the final year of the contract with Civic and can and will receive a website update for no cost. The website committee, after the training, has determined that



adjustments can be made to make the website more user friendly and appealing and will go through the free redesign process.

Timeline: The redesign is slated to coincide with our rebranding efforts.

Human Resources / Risk Management

1. Conduct a pay and classification study to ensure positions are properly classified and salary is commiserate with the market.
Action: See Above.
Status:
Timeline: Should be completed by the second quarter of 2019.
2. Develop a performance based merit program for full time non-union employees.
Action: Review merit based programs for non-union employees.
Status:
Timeline: Should be completed by the second quarter of 2019.
3. Review and develop a more efficient hiring (on-boarding) and employee orientation processes.
Action:
Status:
Timeline: Should be completed by the second quarter of 2019.

Planning & Development -

1. Update the 2012 Thoroughfare Plan in collaboration with the City Engineering Department and the Beavercreek Bikeway and Non-Motorized Transportation Advisory Committee. Update the 2015 Beavercreek Land Use Map.
Action: Update the maps and accompanying text.
Status: Finalizing draft maps and compiling statistics.
Timeline: Will take to Planning Commission on the Mar 6, 2018 meeting, then to City Council at a work session in late March, early April. Have an open house in May/June, then final draft to City Council June/July.
2. Complete development and implementation of SmartGov Code Enforcement Software. Streamline all case file information for ease of access, with the creation of an interactive geo-referencing map for PUD case files.
Action: Implement SmartGov Code Enforcement Software to streamline all case information and ease of use.



Status: Since October 2018, city staff has been working with the SmartGov on the software buildout. Training and implementation will begin on February 4, 2019 with a soft go-live on February 7, 2019. Over the subsequent weeks, SmartGov and city staff will be working towards full implementation.

Timeline: Ongoing

3. Assist the Beavercreek Bikeway and Non-Motorized Transportation Advisory Committee in preparing a bicycle friendly community status application to the League of American Bicyclists.

Action: Submit a comprehensive Bicycle Friendly Status application to the League of American Bicyclist.

Status: Completed a first draft of the application, however there was some initial concerns by the League of American Bicyclist that we don't have enough educational opportunities. The BANTAC, assisted by the Police department and Planning and Development Department, will spend spring and summer establishing, at a minimum, an action plan to increase bicycle safety and maintenance educational opportunities for students and adults.

Timeline: Will apply in the fall round of applications.

4. Focus economic development efforts on the implementation of a Community Improvement Corporation (CIC) and Community Reinvestment Areas (CRA).

Action: The CRA is actively being established. Discussions with City Council to continue throughout 2019.

Status: The CRA application is pending State of Ohio Department of Development approval. The Law Director is drafting a letter to the School Board so they are aware of the creation of the city-wide CRA as required by the ORC.

Timeline: The CRA will be an available tool for economic development by the 2nd Quarter of 2019.

Police Department -

1. Continue supervisory and leadership development training for command and supervisory personnel.

Action: Captain Fiorita currently enrolled in Certified Law Enforcement Executive (CLEE) Program through the Ohio Association of Chiefs of Police. Captain Fiorita is also scheduled to attend the FBI Academy. Captain Lindsey is scheduled to attend the Public Safety Leadership Academy (PSLA). Sgt. Krall has enrolled in the Police Executive Leadership College (PELC).

Status: Captain Fiorita will graduate the fourteen month CLEE program in February 2019. Captain Fiorita will attend the FBI Academy starting April 1, 2019. Captain Lindsey will attend PSLA starting March 25, 2019. Sergeant Krall will attend PELC starting March 11, 2019.

Timeline: On-going

2. Complete documentation of proofs for applicable CALEA standards.



Action: Compliance documents completed daily, weekly and monthly.

Status: CALEA will conduct annual compliance review of files in July/August 2019.

Timeline: On-going

3. Administer the Selective Traffic Enforcement and the Impaired Driving Enforcement Program grants awarded by the Ohio Traffic Office for 2018-2019 grant year.

Action: Assign officers to traffic enforcement details in accordance with grant requirements.

Status: Currently meeting grant objectives and reporting requirements.

Timeline: Current grant period ends September 30, 2019.

4. Implementation of “Safety Town” to educate pre-school children about safety.

Action: Finalize curriculum, dates, time and location.

Status: Curriculum set. Dates, time and location determined.

Timeline: Safety Town will be held at Shaw School the weeks of June 3 through 7 and June 11 through 14 from 9am until 12pm.

5. Conduct Police Department Open House and National Night Out community events.

Action: Coordinate scheduling of events.

Status: Open House date/time set. National Night Out date set. Time to be determined. Location: Angels Pass Park.

Timeline: Open House set for May 18 from 11am – 2pm. National Night Out set for August 6. Times to be determined.

Public Administrative Services Department (PASD) -

1. Complete the comprehensive GIS data collection of all streets and infrastructure with the goal of a digitized rating program covering all city streets.

Action:

Status: Consultant has been brought onboard to begin to review existing data and integrate data into Dude Solutions system. A pilot program will be initiated prior to data collection to ensure the proper fields are collected.

Timeline: On-going

2. Implement Asset Management system and work order system to identify all City infrastructure assets, provide detailed evaluation of assets and provide necessary maintenance or replacement schedule for these assets. This includes a new work order system designed to increase efficiency, documentation, and to assist with prioritization and planning of projects.

Action:



Status: One week of integration training has occurred with Fleet, Buildings and Grounds, Traffic, Garage and Parks. Duplicate systems are running currently to address any concerns prior to end user training and go live date. End user training is scheduled for March.

Timeline: Integrated starting second quarter.

3. Add a part-time employee to ensure compliance with the Ohio Utilities Protection Service (OUPS).

Action: A new job description will be created and approved then the position will be advertised.

Status:

Timeline: First quarter 2019

4. Implement American Public Works Association (APWA) requirements and standards to achieve accreditation for the department with expected evaluation in the 4th quarter of 2019.

Action:

Status: Preliminary meetings occurred last year; teams will be assigned to different areas to be accomplished.

Timeline: Anticipate evaluation 4th quarter 2019

5. Deploy and utilize mobile technology for field crews to gather and record data and increase operational efficiency.

Action:

Status: Currently in test mode prior to front line user implementation. Hardware has been secured for data collection and field responses.

Timeline: Second quarter then ongoing

6. Continue making improvements to the turf and landscaping operations including fertilization, weed control, selective tree removal and planting.

Action:

Status: On-going work on developing purchasing plans and establishing new vendor contracts are underway.

Timeline: On-going

Building/Grounds Facilities and Fleet Maintenance

1. Continue master maintenance agreements and schedules with outside vendors using a comprehensive bidding format.

Action:

Status:

Timeline: On-going



2. Create comprehensive preventative maintenance program for all city facilities using new software designed to identify all electrical and mechanical equipment throughout the city. This includes implementation of a new work order system to track all buildings and grounds, fleet repair, and maintenance work requests to increase operational efficiency.

Action:

Status: Inventory of existing mechanicals have been input into asset management system. The next step is starting to build the program for end users and develop Preventive Maintenance schedules.

Timeline: On-going

3. Complete building improvements including, roof & skylight repairs, exterior security cameras, ADA access, painting throughout the city.

Action:

Status: Beginning to secure pricing and prepare purchasing specifications.

Timeline: On-going

Overarching Goals

1. Continue improving communication and working relationships between labor and management including continuing to work with the Public Service Safety, Training, and Accreditation committees.

Status:

Timeline: On-going.

2. Continue overall training and certifications within departments including cross-training between various sections.

Action:

Status:

Timeline: On-going.

3. Continue looking for opportunities for networking with neighboring communities including shared services.

Action:

Status:

Timeline: On-going.

4. Upgrade fuel island to accept the same card used for timekeeping and building access.

Action:

Status:



Timeline: Third quarter 2019

5. Completion of 2019 Tree City USA requirements.

Action:

Status:

Timeline: On-going

Cemetery Maintenance

1. Complete Mt. Zion Park Cemetery enhancement project plan specifications with construction to begin in 2020.

Status: Scope of services include discovery, site analysis, options to view included but not limited to columbarium, niche walls, scattering gardens, etc.

Timeline: Two conceptual designs will be delivered by the end of 2018. In 2019 Marketing plan, phasing / maintenance plan, construction documents, bidding and construction is targeted for 2019.

2. Purchase and implement a new cemetery management software to digitize cemetery records. Research companies 3rd quarter, purchase and begin implementation 4th quarter or early 2019.

Action: Preliminary exploration has been completed as part of work order, zoning, and asset management software.

Status: Project is on hold while determining if asset management software and zoning software can manage cemeteries. If the management of the cemetery cannot be accomplished in this software additional cemetery specific software will be assessed.

Timeline: End of 4th quarter or 1st quarter 2019.

3. Increase aesthetics of cemeteries by replanting trees, implementation of the weed/fertilization programs & replacing fencing at Sunnyside Cemetery.

Action:

Status: On-going work on developing purchasing plans and establishing new vendor contracts are underway in coordination with streets and parks.

Timeline: Second and third quarter 2019

Engineering

1. Plan, direct and supervise the annual construction programs throughout the city as noted in the Five-Year Capital Improvement Plan. This includes issuing contracts for infrastructure projects, monitoring each project, requesting payment of grant reimbursements, and purchasing land for right of ways.



Action: There are seven projects planned to be bid for construction in 2019.

Status: Three bid openings are currently planned for February.

Timeline: On-going

2. Prepare grant applications for new Federal Aid, Ohio Public Works Commission, Clean Ohio, Rails to Trails Fund (RTF) and Community Development Block Grant Projects, in addition to other funding sources.

Action: The City will be submitting applications for OPWC and MVRPC funding sources.

Status: Internal discussion for project priority

Timeline: On-going

3. Coordinate Annual Resurfacing Bids with Greene County Engineer's Office.

Action:

Status: Streets are under review by Engineering and Public Service. Consideration is being given to placing this out to bid separate from the County to ensure that more control is placed across the timing of when the paving will occur.

4. **Timeline:** First quarter 2019

Golf Course

1. Operating revenues to cover 85% of all operating expenses.

Action:

Status: Adjustments to offer all-inclusive season pass, change High School rate, adjust shoulder season rates to align with other facilities. Expenses have been adjusted by eliminating the lunch menu and going to quick turn items only, eliminate middles shift in pro shop, reduce carpet cleaning and building repair, reduce one rough applications and rough mowing, reduce F and B staffing. Reduce Sunday brunches to most profitable Holiday events only. Reduce and reset party on the patio events on more targeted dates.

Timeline: On-going

2. Increase green fee and season pass fee revenue by 10%. This will be accomplished by implementing a four tier seasonal rate system and reintroduction of the all-inclusive season pass.

Action:

Status: Marketing and advertising of the reintroduced all -inclusive pass is underway.

Timeline: On-going

3. Conduct an operational audit to determine best practices and operational strategies for increasing operating revenue or reducing operating expenses.

Action:



Status: Begin to establish criteria to prepare for professional services golf facility analysis.

Timeline: On-going

4. Continue to market and promote youth golf by hosting two summer Junior Golf Camps and continuing the program where children under age 12 play free with an adult program.

Action:

Status:

Timeline: On-going

5. Increase wedding events by 43% over the 2018 bookings through aggressive marketing and attendance at regional bridal show events.

Action:

Status: Have booked 2 weddings above last year's bookings after attending several bridal shows.

Timeline: On-going

6. Pursue opportunities to host additional Ohio High School Athletic Association district golf championships.

Action:

Status:

Timeline: On-going

7. Continue analysis of upgrading the practice range along with evaluating the feasibility of a comprehensive practice range renovation.

Action:

Status: Tentatively placed on hold pending additional discussions and funding.

Timeline: On-going

Parks

1. Install new playgrounds at Saville, E.J. Nutter and Stafford Parks.

Action: Replace the 3 playgrounds at above parks

Status: Received designs from Gametime for each park; open forum scheduled for Jan. 29 for public input on designs.

Timeline: Installation complete by end of April 2019.

2. Install new paved parking lot at Shoup Park for overflow parking. Also, crack seal, seal coat and reline parking lot at C.I. Beaver Hall.

Action:

Status: Bids were submitted fall 2018 for Shoup Park; will be sending out bids for C.I. Beaver by spring.



Timeline: Both projects should be completed by May.

3. Install new roof at Beavercreek Station.

Action:

Status:

Timeline: Installation of roof by 4th quarter.

4. Install signs for tree identification at Fox Run Park for the tree walk created by the Tree Advisory Board.

Action:

Status: Tree Board currently reviewing information to put on signs.

Timeline: Installation fall 2019.

5. Complete ten-year Parks Master Plan.

Action: Brandstetter Carroll, Inc. contracted in 2018 to complete the plan. Surveys, public forums and stakeholder groups have met and given input.

Status: Preliminary project list is in draft form. Will share with steering committee in February.

Timeline: Completed plan in May 2019.

6. Plant 30 trees in various parks.

Action: Planting trees in Tara Park, E.J. Nutter Park and Ankeney Soccer Complex.

Status: Reviewing other areas where trees need to be planted.

Timeline: All trees will be planted fall 2019.

7. Replace water fountains at Rotary Park, Beavercreek Station and Veterans Memorial.

Action:

Status: Quotes will be sent out by end of January.

Timeline: Installation of fountains early April (coincides when water will be turned on at parks).

8. Replace ball diamond lighting at Rotary Park.

Action: Musco lighting is the company that the lights were purchased from.

Status:

Timeline: Will reach out to Musco for pricing and timeline when these can be replaced.

9. Coordinate at least four volunteer park improvement projects.

Action: Staff is working with current volunteer groups to schedule projects and what needs to be accomplished.

Status: Ongoing.

Timeline: Ongoing.

10. Create landscape “template” for park sign landscape beds.



Action: Software has been purchased for use by Parks, Cemeteries and Public Service.

Status: Staff is using how to use the software and beginning to design landscape beds.

Timeline: Ongoing.

Recreation

1. Implement new registration software to increase operational efficiency and to allow for an easier registration process for the residents.

Action: Software has been purchased; we have switched to MyRec. Staff has been trained on how to use the software and continually pushing information out to the community.

Status: Facility reservations (Lofino Plaza, C.I. Beaver Hall, Shelters, Ball diamonds and athletic fields) are all in MyRec. Senior Center memberships are in MyRec. Registration of classes will begin in February once the credit card system is in place.

Timeline: Ongoing.

2. Send quarterly surveys for programs & classes to make improvements in offerings.

Action: Staff will create surveys for all programs and classes.

Status: Staff is reviewing surveys from 2018 to make improvements and changes for 2019.

Timeline: Ongoing.

3. Increase special event donations to cover 90% of events costs.

Action: Staff has created a sponsorship packet to send to local businesses and organizations.

Status: Packets have been sent; waiting for replies.

Timeline: Ongoing.

4. Increase rentals at C.I. Beaver Hall by 10%.

Action: Staff is working with World Digital Imaging to create a new marketing brochure.

Status:

Timeline: Ongoing.

5. Increase specialty day camp and traditional day camp registration by 10%.

Action:

Status: Staff is working on planning out the themes and activities.

Timeline: Ongoing.

6. Increase total hours reserved by 25% at Lofino Plaza & C.I. Beaver Hall for public programs and various organization meetings.

Action: Staff continues to send information out regarding both facilities – information is sent to local organizations.



Status:

Timeline: Ongoing.

7. Work with Park Advisory Board to hold at least two meetings with volunteer/partner groups (with emphasis on the parks division, our mission, goals, and how we can help each other.)

Action: Staff will work with Advisory Board to create an agenda and invites to partner groups.

Status: Preliminary discussions at Park Board meetings.

Timeline: Completion end of 4th quarter.

Senior Center

1. Implement new transportation software and reorganize the transportation program.

Action: Software has been purchased, onsite training has been complete; weekly check-ins with the company is ongoing.

Status: Staff and volunteers are still learning the software and how it works.

Timeline: Ongoing.

2. Establish two new classes with a paid instructor, either exercise, craft, or something else.

Action: A part-time recreation coordinator position has been approved, this position will be split between the senior center and recreation division budgets.

Status: Part-time position has been posted and accepting applications.

Timeline: Position hired and onsite by end of 2nd quarter.

3. Evaluate fitness room equipment (i.e., rust spots, painting, replace old equipment, and have all equipment serviced by professional company.)

Action: Create a replacement plan for old equipment and a preventative maintenance plan for all equipment.

Status: Ongoing.

Timeline: Complete by July 2019.

4. Further develop volunteer manual, meeting MVRMA's expectations for the volunteer program.

Action: Create best practices guidelines.

Status: Project not yet started.

Timeline: Completion end of 1st quarter.

5. Finalize transportation manual for each van which includes information unique to each vehicle.

Action: Create manual with the help of volunteer drivers and escorts.

Status: Project not yet started.

Timeline: Completion end of 2nd quarter.



To: Beaver Creek City Council
From: Pete E. Landrum, City Manager
Subject: 2018 Council/Management Action Plan Final
Date: January 25, 2019

City Council Policies

1. Parcel-by-parcel approach to annexation of unincorporated areas of adjacent townships and review options.
2. Maintain minimum 20% balances in all major city operating funds on an annual basis.
3. Encourage/explore avenues to increase future year-end operating funds balances.
4. Continue to aggressively pursue grant funding to assist with community infrastructure.

City Council Procedures

1. Address all citizen calls and e-mails with at least an acknowledgement within 24-hours or forward to City Manager for response.
2. All requests for information from staff members must include a copy of the request to all City Council members and authorized by the City Manager prior to staff review.
3. Complete mid-year evaluation process for City Manager by July 1st **(Completed)** and the annual evaluation process for City Manager and Clerk by November 15th. **(Completed)**
4. Appointments to regional committees will be discussed with the entire council prior to selection. Clerk of Council maintains the list.
5. Frequency of e-mail password changes. This procedure has been changed to an annual basis and all Council members will be notified on the annual change at the same time by Bill Kucera, FASD. **(Completed)**

City Council Priorities

1. Joint meetings with Greene County, Beaver Creek City Schools and Beaver Creek Township.
Action: Schedule work sessions with the county, schools, and township
Status: Work sessions have been scheduled with Beaver Creek City Schools and Beaver Creek Township.
Timeline: Work Session has been scheduled with the Beaver Creek City Schools for July 16, 2018. Work Session with Beaver Creek Township is scheduled for August 20, 2018. A work session with Greene County officials will be scheduled in 2019. **(Completed)**
2. Continue Council updates at regular city council meetings on committee involvement.
Action: Council members to provide updates during regular meetings.
Status: This is put on the agenda at each regular council meeting during council time.



Timeline: Ongoing

3. Legal to review and draft charter amendment suggestions including reducing the number of petition signatures needed from 75 to 50, removing requirement for appointed council member to run for election, unless more than two years left in the term, and removal of term limits. Legal to review and draft for discussion at work session and ballot timing.
Action: Council review Beaver Creek City Charter for amendments.
Status: Council placed an Ordinance on the council agenda for approval; Ordinance 18-09. Voters passed the charter amendment changes on November 6, 2018 election.
Timeline: First reading, June 11; Second reading; Third reading, as an Emergency Ordinance, July 9, 2019 **(Completed)**
4. Sister City – Council members Vann and Rushing
Action: To become a sister city.
Status: Council members reach out to WSU, two cities in England and the Sister City organization without success. The cities were not interested at this time.
Timeline: Nothing further will be pursued unless council has an interest in moving forward.
(Completed)
5. Draft Medical Marijuana six month moratorium – Resolution adopted on January 22, 2018. After state approval of dispensaries, conduct work session on potential policy changes.
Action: Medical marijuana on council work session June 18, 2018.
Status: Scheduled six (6) month moratorium extension on the July 9, 2018 council agenda; place medical marijuana on work session agenda for July 9th for more discussion. Moratorium extended to December 31, 2018 per resolution 18-28 on July 9, 2018. Zoning update with first public hearing held on October 22, 2018 by ordinance 18-25. Second hearing conducted on November 12, 2018. Third and final reading on November 26, 2018 passing ordinance 18-25 and final 30 days after – December 26, 2018.
Timeline: Current moratorium expires December 31, 2018. Ordinance of Zoning Code update passed by ordinance 18-25, which bans all medical marijuana in the City of Beaver Creek (besides the one dispensary) was effective December 26, 2018. **(Completed)**

Staff Priorities

1. 2018 Municipal Budget – Goals and Objectives. **(See specifics below and attached)**
2. Continue annual neighborhood clean-up efforts in targeted neighborhoods and locations.
Timeline: A neighborhood clean-up is tentatively scheduled for August 11th.



Status: The neighborhood cleanup was held on October 6, 2018. The targeted neighborhood was in and around the Ridgedale Plat (e.g., Forest Dr., Meadow Dr., Hazel Dr., Greenlawn Dr.)

(Completed)

3. In conjunction with website redesign, look at rebranding including review of logo and logo consistence, development of motto or tag line, and increase in press releases and social media content.

Action: Rebrand city logo(s) to be consistent throughout departments. Increase social media presence.

Status: After review of potential vendors and their products, Schlegel Creative was selected to “refresh” the city logo. The city has signed an agreement with the vendor and is moving forward with the refresh. A community/council committee has been formed to work with the company in establishing goals for the project. Press releases are created every 1 – 2 weeks and released to local media along with being published on the city’s social media sites. Schlegel Creative presented to Council on October 22, 2018. At the end, Vicki Giambrone volunteered to do some additional research prior to moving forward. On December 17, 2018, Vicki Giambrone, Council Member Litteral, Vice Mayor Garcia, Diane Gould and Pete Landrum met to review information. In summary, the group believes to make changes incrementally including colors, font and attempting to change the beaver to some type of script. All believe removing the beaver may be desired at some point in the future. Will re-engage vendor for some designs prior to going back to group and Council.

Timeline: Rebranding/refresh anticipated to be continued into 2019. Social media is ongoing.

4. Continue with City Council in the development of policy for replacement of curbs and sidewalks.

ACTION: Present drafts to council.

STATUS: Presented information to City Council at work session on 3.19.18 with no decision reached. General consensus was until we address our curbs/sidewalks, difficult to impose rules and assessments.

City Manager -

The City Manager in conjunction with Department Heads as part of the budgetary process has assisted in the development of the individual departmental goals and objectives. The City manager will continue to work with, provide guidance, provide assistance as needed to all departments to reach and obtain their departmental goals and objectives.

1. Complete a citizen’s survey/questionnaire on various topics and issues to assist on near and long-term initiatives.

Action: City Manager and department heads develop questions for citizen’s survey.



Status: A citizen survey is in draft form and has been submitted to city council for review. Will use Survey Monkey and place on website and social media sites. Survey Monkey was posted in November 2018 for 30 days and was advertised on social media and Council meetings.

Timeline: Results to be provided to Council. **(Completed)**

2. Ensure City/City Council policy directives are implemented promptly and efficiently.

Status: Ongoing

3. Continue active dialogue with neighboring communities regarding shared services.

Status: Ongoing. City Manager meets monthly with Beaver Creek Township Administrator. Mayor and City Manager are actively involved in the Greater Dayton Mayors & Managers Association.

4. Develop strategies to provide long-term operational stability and sustainability.

Status: Ongoing

5. Continue to work with staff to identify and implement long-term infrastructure funding mechanisms to meet future needs.

Status: Ongoing

6. Hold a Council Advance in January 2018 to discuss and build consensus with City Council for policy initiatives of interest for 2018.

Action: Conduct a council advance January 2018.

Status: Council advance held January 13, 2018. Memo sent to city council recommending to revise the 2019 retreat to be mid-year 2018. Council / Manager Strategy Session was conducted on August 18, 2018

Timeline: Council advance held January 13, 2018. Revised 2019 Council Manager Strategy Session was held August 18, 2018.

(Completed)

City Clerk -

1. Continue to work towards obtaining Master Municipal Clerk designation.

Timeline: Ongoing

2. Continue to comply with new or modified legal mandates at the local, state, and federal levels.

Timeline: Ongoing



3. Design and develop a Clerk of Council manual.

Action: Develop manual of Clerk of Council responsibilities and how they are performed.

Timeline: Ongoing

Financial Administrative Services Department (FASD) -

Finance Department

1. Continue to provide exceptional financial services to the city as evidenced by obtaining the various awards for excellence in financial reporting.

Action: Have financial audit completed by independent auditors with no exceptions and in compliance with all applicable Ohio Revised Codes and professional accounting standards.

Status: The 2017 audit has been completed and there were no exceptions on the audit and the single audit (federal grant compliance audit). Therefore, we anticipate we will receive the Government Finance Officers Association award and the State Audit Award.

Status: The City received the Ohio Auditor of State Award with Distinguished for the 2017 audit. This was the seventh straight year the City has achieved this prestigious award. Also, the City received the Government Finance Officers Association Awards for the 2017 audit which is the 26th consecutive year the City has received this award.

2. Select, purchase, and implement time keeping software citywide, including working with the city's current financial software vendor to automatically download time keeping data directly into our payroll system.

Action: Select and contract with vendor to automate our scheduling and timekeeping system city wide.

Status: After an extensive review of the potential vendors and their products, the software evaluation committee selected Right Stuff software for upgrading the City's systems. The City is under contract and are entering the initial set-up information phase of the project. The first meeting to review all City policies and guidelines is slated for July. After that, parallel runs of the current and new systems will be accomplished to ensure accuracy before going live in September.

Timeline: Anticipated to go live in the third quarter of the year.

Status 2: The City is under contract and we are entering the final stages of implementation and separation from our old system. The system will increase accountability, processing and ensure consistent application of all federal, state, collective bargaining agreements and benefits and internal policies and processes.

Timeline 2: Parallel runs have been occurring and it is anticipated the system will go live the 1st quarter of 2019.



3. Develop long term financial strategies and alternatives to address the funding and timing of the city's levies.

Action: Complete a long-term financial strategy reviewing all levies and timing of potential alternative revenue sources.

Status: The initial strategy was developed and presented to Council in March 2017 and again at the annual advance in January 2018. The philosophy, strategy and timelines were developed and presented to Council. With their acceptance of the plan, the first phase was implemented with the renewal of the 1.0 mill street levy in November 2017 and moving the Police levy to November 2018. This new philosophy has been reinforced several times during the year.

Status 2: The financial strategy for the renewal of the Parks levy with an anticipated increase was developed for council consideration in January 2019 for the May 2019 election.

4. Implement new financial reporting application designed to increase operational efficiencies and financial reporting.

Action: Implement a new software designed to interact with the City's financial system to enhance and improve financial reporting and budget preparation.

Status: This was implemented in the first quarter of 2018 and is being used to generate financial reports and analysis more efficiently. This is also being implemented with the preparation of the 2019 Tax Budget and the City's 2019 Operating Budget.

Status 2: Program was used to download the information from the detailed budget into the system to start the 2019 fiscal year.

Information Services

1. Complete a comprehensive review of the city's equipment used to stream Channel 5.

Action: To complete a comprehensive review of the current equipment used for the City's PEG channels.

Status: The process has begun to isolate the equipment used to generate the PEG programming. The equipment and replacement costs are being reviewed to develop a long term replacement program and identifying critical pieces of equipment that are required to maintain the City's quality programming.

Timeline: This should be completed by the third quarter of the year.

Status 2: The city has identified the conversion to high definition (HD) cameras and equipment to increase the quality of the picture on various media platforms (U-Tube, etc.). Although the cable channels are not in HD yet, we anticipate the migration in the future which will also allow us to increase the quality of the meetings currently being taped and presented live.



2. Identify and analyze available options to increase viewership.

Action: Review alternatives for reaching more viewers.

Status: The City has engaged AT&T to ensure the signal is being received by AT&T subscribers on channel 99. The City has added a feature to monitor the broadcast, which was not done in the past. This allows us to monitor the feed to ensure it is being broadcast. We have also added airing of the Greene County Commissions meetings to increase viewership. The City will be looking into HD broadcasting in the future.

3. Develop strategies and procedures for Channel 5, the city's website, and all social media as related to community groups, enhancing city communications to residents and review assessment of all production equipment and technology options.

Action: Noted above.

Status: The City has increased utilization of Facebook and twitter to disseminate information quicker and to build the resident base. The City has received additional training on using the web page more efficiently and are set to redesign the website by the end of the year. The City is also completing a rebranding project to provide consistent representation of the City image throughout the social media outlets, included the PEG channels, websites and other social media outlets.

Timeline: Ongoing.

4. Evaluate the city's current website and determine if it should be updated through Civic or if the city should investigate new website options.

Action: Review current website for effectiveness and aesthetics to ensure Civic is the best software for the City's website.

Status: The City has received additional training to all the staff to modify the existing website and make these modifications more efficient. This training involved all staff members who update the website. This year the City is in the final year of the contract with Civic and can and will receive a website update for no cost. The website committee, after the training, has determined that adjustments can be made to make the website more user friendly and appealing and will go through the free redesign process.

Timeline: The redesign is slated to be accomplished by the end of the year and coincide with our rebranding efforts. **Extended as logo re-design continues into 2019.**

Timeline 2: Ongoing.

5. Implement citywide social media record collection and retention program.

Action: Implement social media collection and retention software

Status: The City established a committee to review the different options and vendors designed to collect and archive the City's social media platforms. The City selected ArchiveSocial who is under



contract and started to collect and archive the City's social media effective March 2018. This will assist in collecting all posts and will make records request more efficient.

Timeline: (Completed)

Human Resources / Risk Management

1. Conduct a comprehensive review of all standardized job descriptions and update as necessary.

Action: Conduct comprehensive review of job descriptions.

Status: This is an ongoing process with the many of these being completed when the positions were banded together in Public Services.

Timeline: The final review of all positions will be completed by year end.

Timeline 2: Ongoing – will be completed by 2nd quarter 2019.

2. Develop a performance based merit program for full time non-union employees.

Action: Review merit based programs for non-union employees.

Status: Preliminary information is being collected on similar municipal jurisdictions to determine effective programs.

Timeline: Program recommendations should be completed by the end of the third quarter of 2018.

Status 2: The city is working in conjunction with the Wright State Capstone (MPA) group and one of the members has elected to review this as a project in 2019.

Timeline 2: It is anticipated that the review and recommendations from the capstone project will be received in the second quarter of 2019.

3. Review and develop a more efficient hiring processes.

Action: Review and develop more efficient hiring processes.

Status: The City has been experimenting with different job search applications such as INDEED and other current projects to expand the job opening exposure and increasing potential qualified candidates. Each search applications has its limitations and we are reviewing them to determine if they are meeting the goal of increasing access to qualified candidates in an efficient and effective method. The evaluation will be on-going. The City has researched methods of reducing cost of on-boarding, drug screening, background verifications, etc. and have formulated a plan to reduce the time it takes to hire employees and make the on-boarding process more efficient.

Timeline: The effects of this will be fully realized in the next seasonal hiring season. **(Completed)**



Planning & Development -

1. Focus on economic development by implementing programs such as Community Reinvestment Area, Energy Special Improvement District, Property Assessed Clean Energy Financing District, and create a Community Investment Corporation.

- a. *Community Reinvestment Area (Housing Survey)*

Action: The CRA process required that a Housing Survey be conducted as part of the requirements for establishing this type of District within the City. After a presentation was made to City Council, authorization was granted to pursue a consultant to conduct the required housing survey study.

Status: On April 12th a Professional Services Agreement was executed with Doug Harnish and MARKET METRIC\$ LLC. Randy Burkett is currently working with Mr. Harnish to complete the Housing Survey.

Timeline: Housing Survey should be completed by August 1, 2018. CRA to be implemented within the 4th quarter of 2018.

Status 2: The application for certification of the District has been submitted to the State of Ohio Department of Development. Waiting to hear from the Department of Development on the application.

Timeline 2: Anticipated to be implemented by February 2019.

- b. *Energy Special Improvement District (ESID)/Property Assessed Clean Energy Financing (PACE)*

Action: The decision was made to contract with a company that would act as the PACE Administrator for the City at no cost to the City. It was anticipated that the City would enter into an Agreement with PlugSmart, but after conducting some research into the process the Pace Administrator Agreement will go out to four targeted companies for an RFP.

Status: We are working with the City of Fairborn to prepare similar RFPs to send out for more information on entering into an agreement with the most qualified firm to serve as the City's PACE Administrator. We are working with Fairborn to compare the proposals to make sure each community will get the best terms for the development community that may utilize this economic development tool.

Timeline: RFP will go out by June 27th with returns expected not later than July 31st. An Agreement will be presented to City Council late in the 3rd quarter of this year or the beginning of the 4th quarter.

Status 2: Plug Smart was selected as the PACE Administrator for the City of Beaver Creek. The Pace Administrator is working with the city to establish a PACE eligible project that will be associated with the legislation needed to create our district city-wide. Once the project details are worked into the legislation, City Council will consider the ordinance establishing the ESID.



Timeline 2: The legislation should be before Council in the first quarter of 2019.

c. Community Investment Corporation (CIC)

Action: Start-up funding and a small amount of seed money were approved in the 2018 budget to create the City's CIC. The process to create the CIC will become a priority after the completion of the PACE Administrator role has been filled and after the CRA process has been completed. In the meantime, the City was successful in securing a \$10,000 grant from the Greene County CIC for the Visioning Plan for the Beaver Valley Shopping Center.

Status: Focus on creating the CIC will follow the two economic development initiatives that are currently in progress.

Timeline: The CIC should be established by mid-2019 assuming City Council approval to do so.

Status 2: The process to create the CIC will become a priority after the implementation of the PACE/ESID Districts have been created and after the CRA process has been completed.

2. Continue to work with property owners of the Beaver Valley Shopping Center concerning redevelopment.

Action: On April 11, 2018 the City entered into a Professional Services Agreement with Ken Seidl, Registered Architect to develop a Visioning Plan for the Beaver Valley Shopping Center. Since then, Ken has produced multiple concept plans for the redevelopment of the site and is continuing to work toward completion of the project with the help of the Planning and Development Department.

Status: Concept drawings have been created. The next step is to seek input from reputable developers in the region to get their feedback on market feasibility for the design concepts.

Timeline: The visioning Plan should be completed by August 31st, 2018. **(Completed)**

Status 2: Visioning plans have been completed and there are multiple renderings for potential redevelopment of the site. The completed plans will be showcased in January of 2019. **(Completed)**

3. Finalize and formally adopt updates to the 2007 Zoning Map.

Action: Staff has reviewed the Zoning map to ensure all amendments within the last 10-years have been accurately depicted on the current version of the Map.

Status: We are working on the process for fixing some long-standing issues found on the map and seeking legal advice on the best procedural process to make those corrections.

Timeline: Planning Commission July 18th then followed by three readings of the Ordinance for City Council and public input. **(Completed)**



4. Complete structural analysis of the 9-1-1 memorial piece from the World Trade Center.
Action: Reviewed Greene Giving account for funding availability to have analysis completed. Found there were sufficient funds, generated from private donations, to conduct structural analysis if funding were to be needed.
Status: Will be reaching out to the original manufactures of the base/welders to have them look at the piece. If they are unavailable, we do have \$\$\$ (about \$15k) in the account to hire someone to come look and see if anything needs to be done.
Timeline: Project should be scheduled by the end of the 3rd quarter. All work, if necessary, will be completed with no interruption to the site on or around September 11th.
Status 2: Unison volunteered this time and conducted a structural analysis of the 9-11 Memorial. The report, prepared by Unison, was submitted to the City Manager.
Timeline 2: (Completed)
5. Update the 2012 Thoroughfare Plan.
Action: Staff has been working with the Bikeway committee over the last couple of months to get them on board with changes to the non-motorized transportation facilities and the overall Thoroughfare Plan.
Status: The Planning and Development staff have been working on updating the maps and have been preparing draft text amendments within the plan and forwarding those to the Engineering Department for their consideration this past month.
Timeline: The goal is to have the updated Plan ready for Planning Commission in October or November and move that on to City Council by the end of the year or the beginning of 2019.
Status 2: Planning and Engineering staff are working together to add updated access management guidelines to the plan.
Timeline 2: The goal is to have the updated Plan ready for Planning Commission in late winter and move that on to City Council by spring of 2019.
6. Partner with Miami Valley Research Park concerning the development of large parcels of land they own with City limits.
Action: The Planning and Development Staff have been constantly communicating with the MVRP to discuss the future of the Park.
Status: Mayor, City Manager and Planning & Development Director meet with MVRP on June 27, 2018 to update and maintain communications.
Status 2: City Planner, Randy Burkett, is working on an analysis of the properties within the Research Park. A first draft analysis of the infrastructure analysis will be ready by January 19th.



Timeline 2: After the first draft is completed, an evaluation of the finds will be conducted. It will be determined how much more in depth the study may need to be in order to use the analysis for cost estimates related to bringing the properties to a “development ready” status.

Timeline: This is an ongoing process and will carry on into next year with hope that there is a clear direction as to how to secure the future of these properties by the end of 2019.

7. Continue to work with Greene County Department of Development to maximize opportunities related to economic development.

Action: The Planning and Development Department was successful in securing the first grant from the County CIC, for economic development purposes, in years. The \$10,000 grant is being used for the visioning plan for the Beaver Valley Shopping Center.

Status: Conversations are ongoing about securing CDBG funds from the County Department of Development for the acquisition/demolition for the few abandoned residential properties within the City where legal ownership of the property has not been established or not acknowledged.

Timeline: No completion date as this is a continuous process.

Status 2: The \$10,000 grant was used for the visioning plan for the Beaver Valley Shopping Center. Planning & Development staff continue to work with the Greene County Department of Development to bring Beaver Creek companies to their attention that may be eligible for the County’s EDIP program for gap funding in order to retain or attract businesses to our community.

8. Strengthen the city’s relationship with the Dayton Development Coalition to maximize job growth opportunities.

Action: The Planning and Development Director has been attending quarterly meetings with the Dayton Development Coalition and meeting with the DDC staff that represent Greene County more frequently.

Status: The Planning and Development Director has accompanied the DDC staff on company retention and expansion visits as well as recruiting visits to bring new companies to the Beaver Creek economy.

Timeline: No completion date as this is a continuous process.

Police Department -

Administration

1. Continue supervisory and leadership development training for command and supervisory personnel.

Action: Captain Fiorita currently enrolled in Certified Law Enforcement Executive (CLEE) Program through the Ohio Association of Chiefs of Police. Sergeant Amato and Sgt. Krall enrolled in the Police Executive Leadership College (PELC).



Status: Captain Fiorita will graduate the fourteen month CLEE program in February 2019. Sgt. Amato graduated PELC May 18th. Sergeant Krall is enrolled in PELC and awaiting a class start date.

Timeline: Ongoing **(Completed for 2018)**

2. Complete documentation of proofs for applicable CALEA standards for 2018.

Action: Compliance documents completed daily, weekly and monthly.

Status: CALEA will conduct annual compliance review of files in July 2018.

Timeline: Ongoing. **(Completed for 2018)**

3. Finalize and implement a new citizen survey process that allows for online submission.

Action: Develop and implement a citizen survey process allowing for online submission of citizen complaints

Status: This was completed during the first quarter and is available on the website through CopLogic.

Timeline: On-going survey. **(Completed implementation – survey on-going)**

Operations

1. Conduct at least one liquor and tobacco enforcement operations at known complaint locations.

Action: Coordinate the planning of the operation with the Ohio Investigative Unit.

Status: Operation completed on April 6th, 2018. Twelve businesses were targeted with a confidential informant who made controlled buys of alcohol. Four businesses were cited for selling alcohol to an underage person.

Timeline: **(Completed)**

2. Conduct at least one OVI sobriety checkpoint in the city in conjunction with Ohio State Highway Patrol.

Action: Coordinate with Ohio State Patrol a checkpoint date/time/location.

Status: Checkpoint conducted April 20th, 2018 on Colonel Glenn Hwy. Two OVI arrests resulted.

Timeline: **(Completed)**

3. Recruit and train new recruits to supplement COPP program.

Action: Recruit prior Citizens Police Academy graduates to train as COPPs

Status: Currently have two prior CPA graduates in COPP training.

Status 2: Conducting final backgrounds on 7 potential candidates.

Timeline: On-going.



4. Conduct at least one K-9 drug/contraband search at the High School and Junior High School during the 2017-2018 school years.
Action: Coordinate the operation with additional K-9 units during a training day.
Status: Searches conducted at the High School and Ferguson complex on November 3rd, 2017.
Timeline: (Completed)
5. Administer the Selective Traffic Enforcement and the Impaired Driving Enforcement Program grants awarded by the Ohio Traffic Safety Office for 2017 - 2018 grant year.
Action: Assign officers to traffic enforcement details in accordance with grant requirements.
Status: Currently meeting grant objectives and reporting requirements.
Timeline: Current grant period ends September 30, 2018. (Completed September 30, 2018.)

Special Services

1. Continue college intern program hosting at least one college intern each semester.
Action: Working in partnership with Wright State University Criminal Justice program to identify and screen intern candidates
Status: Ethan Braun Interned from January 11 till April 12. Sam Vermillion is slated to intern starting July 23rd and Evan Moores will intern starting August 28th.
Timeline: On-going. (Completed for 2018)
Status 2: Sam Vermillion interned starting July 23rd and Evan Moores interned starting August 28th.
2. Expand community engagement function by assigning a community engagement officer.
Action: Conducted selection process for specialized assignment as outlined in General Orders.
Status: Officer Mark Brown was assigned to position May 27th, 2018
Timeline: (Completed)
3. Enhance forensic service function by training an additional polygraphist, (Training scheduled September 5 through November 9, 2018) conduct at least one Citizens Police Academy class, (Scheduled for September 19 through November 7, 2018) and coordinate the holding of the Police Open House.
Timeline: (Completed May 19th, 2018 – Open Hous.)
(Completed training)
(Completed CPA class)



Support Services

1. Continue to provide a minimum of (20) hours of Continuing Professional Training per the recommendations of the Ohio Attorney General's Office.
Action: Developed monthly training calendar for 2018.
Status: Currently on schedule to complete all mandatory training requirements and recommendations from the Ohio Attorney General's office.
Timeline: On-going **(Completed for 2018)**
2. Hire and train the eleventh Communications Operator to comply with the PSAP rules as mandated by the State of Ohio.
Action: Complete hiring process to establish an eligibility list for Communications Operator.
Status: Hired Ashley Marshall on March 5th, 2018.
Timeline: **(Completed)**
3. Conduct quarterly quality control evaluation for all police, fire and EMS calls for service into the Communications Center.
Action: Committee including a Fire Department representative to review random calls for service for evaluation.
Status: First quarter evaluation completed April 27th, 2018.
Timeline: On-going **(Completed for 2018)**
Status 2: Third quarter evaluation completed October 24, 2018.
4. Coordinate the implementation and training of the Police Motorcycle Traffic Unit.
Action: Purchase motorcycle and train a motor officer.
Status: Motorcycle purchased and Officer Barber currently completing training.
Timeline: Unit expected to be fully operational by July 31, 2018. **(Completed – unit fully operational July 4, 2018.)**

Public Administrative Services Department (PASD) -

Streets and Traffic

1. Work with a third party vendor to begin a comprehensive GIS data collection with the goal of a digitized rating program covering all city streets.
Action: Developing a scope for a pilot project for GIS collection.
Status: 25% complete with scope.
Timeline: 4th quarter implementation.



Status 2: 100% complete with scope. 100% complete with bidding and selection. GeoREC Center has met on multiple occasions with Public Service staff to gather data.

2. Begin locating city owned infrastructure as requested by Ohio Utilities Protection Service.

Action: Staff training completed by Staking University.

Status: Began receiving OUPS locate requests 5/10/2018.

Timeline: **(Completed)**

3. Complete US 35 / North Fairfield Rd. interchange enhancements including planting areas and improved maintenance.

Action: Mowing and spraying underway.

Status: Currently working with staff on developing a solid plan moving forward into the second half of the year.

Timeline: Complete during 4th quarter. **(Completed for 2018)**

4. Complete 50% of the American Public Works Association accreditation for street, traffic and cemetery departments.

Action: Attended APWA Workshop in Indianapolis, IN. Establishing a proper filing and tracking system for Accreditation. Staff met onsite with two other Accredited Agencies in Ohio (Westerville and Union Township). Staff have been working on various sections.

Status: 25% complete goal to complete 50% by the end of the year.

Timeline: On-going. This project will continue into 2019.

Status 2: 30% complete goal to complete 50% by the end of the year. Staff focus has been on Asset Essentials as we believe that its implementation will benefit APWA Accreditation tremendously.

Building/Grounds Facilities and Fleet Maintenance

1. Improve safety operations including Arc Flash Personal Protection Equipment and Electrical Hazard training.

Action: Staff have met with Cintas regarding a new uniform contract which includes Arc Flash uniforms for those affected employees.

Status: Staff have also received initial OhioBWC PERRP Basic Safety Training with Advanced Training scheduled for Fall 2018. 75% complete.

Timeline: Uniform contract finalization and implementation is scheduled for 3rd quarter 2018.

Timeline 2: Uniform contract finalization and implementation is scheduled for November 2018 (Winter Weather Workwear) and April 2019 (Uniform Rental). **Winter work wear contract was completed during the 4th quarter of 2018** and the Uniform rental will be completed in April of 2019.



2. Create comprehensive preventative maintenance program for all city facilities.
Action: Staff have been working on collecting asset information and developing the PM schedule for facilities.
Status: New asset management software will help facilitate this.
Timeline: Software implemented 4th quarter 2018.
Status 2: Facility Condition Assessment complete.
Timeline 2: Software implementation underway.
3. Complete Municipal Maintenance Facility parking lot reconstruction and phase II of the maintenance facilities' HVAC controls project.
Action: MMF Parking Lot reconstruction has been bid and awarded by the engineering department. Work will begin when contractor is available.
Status: HVAC Controls project will be re-evaluated according to the 2018 budget to ensure adequate funding.
Timeline: 3rd quarter 2018.
Status 2: Parking lot reconstruction is 100% complete. Staff are currently working with a PACE program to establish an ECID for the city and to install the control project.
4. Implement a work order system to track all buildings and grounds, fleet repair, and maintenance work requests.
Action: Work Order/Asset Management/CMMS/Permitting Software RFQ responses have been received. Vendors have been interviewed. The candidate pool has been narrowed down to 2 vendors with 1 of them standing out.
Status: Further discussions with vendors regarding Permitting and Ticketing integration are ongoing.
Timeline: 3rd quarter 2018.
Status 2: Software implementation underway.
Timeline 2: 1st quarter 2019 fully functional.
5. Increase use of technology and processes to improve performance including diagnostic equipment and air conditioning recycling.
Action: Project not started
Status: Mechanic staff will be meeting to discuss available technology to be implemented in the garage.
Timeline: 4th quarter 2018. Project was delayed and will continue into 2019.

Overarching Goals

1. Improve communication and working relationships between labor and management.



Status: Staff have been continuing Labor-Management Meetings as needed and actively including Labor input into the decision-making process.

Timeline: On-going.

2. Create and implement a Public Service Safety Committee, Training Committee (to increase overall training and to include cross training between sections), and an Accreditation Committee.

Action: Training and Safety Committees have been created and meet on a regular basis to discuss safety related issues and training opportunities.

Status: Chapter 1 Accreditation Committee has been meeting for over a month.

Timeline: On-going.

Status 2 : Strategic planning 70% complete

3. Identify opportunities for networking with neighboring communities and shared services opportunities.

Action: Networking has been taking place through the APWA Accreditation process with Westerville and Union Township.

Status: On-going.

Timeline: On-going.

Cemetery Maintenance

1. Review and evaluation alternative cemetery amenities including a scattering garden.

Timeline: Work is to begin the third quarter of this year.

Action: RFQ with Scope of services has been established and distributed.

Status: Vendor has been selected and meetings begin early third quarter.

Timeline: Preliminary design to be completed by end of 4th quarter construction drawings and contract administration for construction to occur in 2019.

2. Complete Mt. Zion Park Cemetery enhancement project plan specifications with construction to begin in 2019.

Status: Scope of services include discovery, site analysis, options to view included but not limited to columbarium, niche walls, scattering gardens, etc.

Timeline: Two conceptual designs were delivered at the end of 2018. In 2019 Marketing plan, phasing / maintenance plan, construction documents, bidding and construction is targeted for 2019.

3. Purchase and implement a new cemetery management software.

Research companies 3rd quarter, purchase and begin implementation 4th quarter or early 2019.

Action: Preliminary exploration has been completed as part of work order, zoning, and asset management software.



Status: Project is on hold while determining if asset management software and zoning software can manage cemeteries. If the management of the cemetery cannot be accomplished in this software additional cemetery specific software will be assessed.

Timeline: End of 4th quarter or 1st quarter 2019.

Status 2: Held 3 demo's for software and chose Grave Discover.

Engineering

1. Management of ongoing and proposed private developments:

Cottages of Beaver Creek	Clover Development
Indian Ripple Assisted Living	Ashland Hills, Section 5
TRU Hotel	College Park South
Speedway Redevelopment	Cedarbrook, Section 1
Matrix	Traditions, Phase II
Trinity Expansion	Mall Hotel Site

Status: On-going

2. Right-of-way acquisitions – Administration of consultants for appraisals, title work and acquisition negotiations for:

a. Dayton-Xenia Road Widening (E. Lynn Dr. to Woods Dr.)

Action: Preliminary construction of right-of-way plans submitted to the City and ODOT for review in May.

Status: The project schedule calls for final right-of-way plans in October.

Timeline: Selection of a right-of-way acquisition consultant in November.

Status 2: Due to changes to improve the project Maintenance of Traffic plan, the right-of-way plan development had to be delayed. Right-of-Way plan development is now scheduled to be completed in early 2019, with the selection of an acquisition consultant to begin January 2019.

b. Kemp Road Widening (Grange Hall Rd. to Meadowcourt Dr.)

Action: Reynolds Consulting has been selected for this land acquisition work.

Status: Property appraisals are now complete.

Timeline: Land purchase offers are anticipated to be given to impacted property owners beginning in June.

Status 2: Purchase offers have been presented to all impacted property owners.

Agreements have been reach with over half of these property owners. Acquisition work is scheduled to be completed by May 2019.

c. Shakertown Road Extension (US 35 to Factory Road)



Action: MS consultants has been selected for the right-of-way acquisition work on this project.

Status: Property appraisals are currently underway.

Timeline: It is expected that the appraisals will be completed by August with the purchase offers being presented to property owners in the September timeframe.

Status 2: All property acquisition work has been completed and certified with ODOT.

3. CONSULTANT CONTRACTS - Proceed with administration of the following consultant contracts:

a. Indian Ripple Road Sidewalks (Marydale Dr. to Grange Hall Rd.)

Action: Northwest Consultants has been selected for this design work.

Status: The design contract was approved by the City Manager in May.

Timeline: On-going.

Status: Preliminary plans have been reviewed and comments returned to Northwest Consultants. The next plan submittal is anticipated in the first quarter of 2019.

b. Col. Glenn Hwy Streetscape (Zink Rd. to Presidential Dr.)

Action: A joint request for proposals (RFP) between Beaver Creek and Fairborn is anticipated for this project.

Status: A draft RFP has been submitted for Fairborn's review and their comments are due on June 1st. A designer selection is expected by July.

Timeline: On going.

Status 2: Kleingers and Associates was selected for this design. The first plan review submittal is expected in the first quarter of 2019.

c. Kemp Road Signal Upgrades

Action: TEC Engineering has been selected for this project.

Status: Design fees are currently being negotiated.

Timeline: On-going.

Status 2: The preliminary plan submittal by TEC Engineering has been reviewed and approved by the city and ODOT. The next plan review submittal is anticipated in mid-2019.

d. Shakertown Road Extension (Final Design)

Action: Woolpert has commenced with the final design work.

Status: Final plans are anticipated this fall.

Timeline: On going. **(Completed)**

e. County Line Road Widening

Action: This is a joint project between Beaver Creek and Kettering. Kettering will be performing the design and environmental work.

Status: A public involvement meeting is currently planned for July.



Timeline: On-going

Status 2: The City of Kettering continues plan development work for this improvement. Right-of-Way acquisition work is anticipated to begin around the middle of 2019.

f. Shakertown Road at N. Fairfield Road Improvements

The request for proposals for this improvement is expected to be ready in the August timeframe.

Action: Preparing request for proposals

Status: Ongoing

Timeline: Request for proposals expected to be ready 3rd quarter

Status 2: Woolpert has been selected for this design work. The contract is currently being finalized for the City Manager's signature.

g. Dayton-Xenia Road Widening (Final Design)

Action: LJB submitted the preliminary construction drawings and right-of-way plans in May.

Status: The final right-of-way plans are due this fall

Timeline: Final construction drawings planned for early in 2019

Status 2: The project construction drawings have been reviewed and approved by the city and ODOT. Only minor plan revisions remain to be made at this time.

h. Locke Drive Culvert Replacement

Action: Northwest Consultants has been hired for this design work.

Status: Design work underway

Timeline: The construction drawings are planned to be completed before the end of the year.

Status 2: The final project construction drawings are due in the first quarter of 2019. Minor temporary construction easements will be required.

4. In-house design projects – Proceed with the surveying and design of the following public improvements:

a. Knoll Drive Storm Sewer Improvements

Action: The preliminary plans are complete and a neighborhood meeting is planned for June 5th

Status: This project is planned to be advertised for bids this fall.

Timeline: A late 2018, or early 2019 construction start date.

Status 2: Project construction drawings have been completed. Currently working on acquiring needed storm sewer easements.

5. ODOT Projects – Administer construction contracts for projects which are federally funded and administered by the City of Beaver Creek:



- a. National Road at Col. Glenn Hwy Widening
Action: Bid packets prepared and distributed
Status: The bid opening for this project is currently scheduled for June 22nd.
Timeline: On-going
Status 2: A construction contract has been awarded to the RB Jergens Company. Project completion is anticipated in the fall of 2019.
 - b. Indian Ripple Road Widening (Darst Rd. to Marydale Dr.)
Action: Project awarded
Status: The construction of this improvement is currently underway.
Timeline: Completion is planned before the end of the year.
Status 2: All roadway widening and sidewalk improvements have been completed. Currently waiting on delivery of new light and traffic signal poles to finish project.
 - c. Indian Ripple Road Resurfacing (County Line Rd. to Sylvania Dr.)
Action: Bid packets prepared and distributed
Status: The bid opening for this improvement is currently planned for June 22nd.
Timeline: On going **(Completed)**
 - d. N. Fairfield Road Resurfacing (North Dr. to Lakeview Dr.)
Action: The construction drawings are complete and have been submitted to ODOT.
Status: We are currently awaiting authorization from ODOT to advertise this project for bids.
Timeline: Early 3rd quarter due to state fiscal year
Status 2: A construction contract has been awarded to Barrett Paving. Work is scheduled to begin in the spring of 2019.
6. Non-ODOT construction projects – Proceed with planned and approved local construction projects as approved in the Annual Capital Improvements Program, subject to council action.
- a. 2018 Curb Replacement Program
Action: Bid packets prepared and distributed
Status: A construction contract has been awarded to RA Miller for the 2018 curb program.
Timeline: Work is anticipated to begin this fall. **(Completed)**
 - b. 2018 Resurfacing Program
Action: John R Jurgensen has been awarded this year's resurfacing program.
Status: The contractor is currently performing base repairs and curb ramp upgrades.
Timeline: Street resurfacing is expected to begin in the June/July timeframe. **(Completed)**



- c. Locke Drive Culvert Replacement
Action: Design work underway
Status: A bidding and construction schedule will be decided upon after the design work has been completed.
Timeline: On-going
Status 2: Final construction drawings are due in early 2019.
- d. Shakertown Road Widening (Grange Hall Rd. to Burntwood Dr.)
Action: Bid packets prepared and distributed
Status: The bid opening for this improvement is currently scheduled for June 19th
Timeline: On-going
Status 2: The contractor has completed the majority of the work on this project. The final grading, restoration, and project completion is anticipated in the spring of 2019.
- e. Ridgecliff Culvert Replacement
Action: Bid packets prepared and distributed
Status: The amount budgeted for this work is lower than the construction cost estimate.
Timeline: This work will likely need to be re-budgeted in 2019. **(Completed)**
- f. Lillian Lane Extension
Action: Bid packets prepared and distributed
Status: The project bid opening is currently scheduled for June 19th.
Timeline: On-going
Status 2: A construction contract has been awarded to Belgray Construction. Construction is expected to begin in early 2019.
- g. Knoll Drive Storm Sewer
Action: Preparing bid packets
Status: The bidding of this project is planned for this fall
Timeline: with work anticipated to begin either in late 2018, or in early 2019.
Status 2: Plans are now complete and acquisition of storm sewer easements is underway.
- h. Old Mill Lane Bridge Replacement
Action: Bid packets prepared and distributed
Status: Bids were opened in early 2018 and were higher than anticipated.
Timeline: The plans are currently being modified to reduce project costs and the project will be ready to be re-bid this fall.
Status 2: Final plans are due in early 2019. This project is scheduled to be bid in the first quarter of 2019.



- i. Whitey Marshall Drive Remediation
Work on this remediation is planned as time allows this fall.
Action: Work on this remediation is planned as time allows this fall.
Status: On-going
Timeline: 4th quarter 2018
Status 2: Additional coordination with BUSTER is necessary before proceeding with remediation work. This project has been moved to 2019 for completion as time permits.
7. NPDES Storm water permit Phase II – Implementation of permit requirements to meet State and Federal law. Coordination with Public Service Division, preparation of annual report and implementation next Phase II Five-year Plan.
Action: Implementation of permit requirements to meet State and Federal law. Coordination with Public Service Division, preparation of annual report and implementation next Phase II Five-year Plan.
Status: The annual report was submitted to Ohio EPA in April as required.
Timeline: **(Completed)**
8. Lofino Park dam – Annual Inspection and compliance with ODNR.
Action: These inspections are typically performed by ODNR.
Status: Staff will be available to assist as necessary.
Timeline: Pending **(Completed)**
9. Revise Annual Capital Improvement Program and Five Year Capital Improvement Plan.
Minor changes to the City’s Capital Improvement plan have been made to keep pace with changes to projects currently under design and to add new projects.
Action: A complete update is planned for this fall, once the preliminary budgets for 2019 have been drafted.
Status: Pending
Timeline: 3rd and 4th Quarter **(Completed)**
10. Prepare Applications for new Federal Aid, OPWC, Clean Ohio, Rails to Trails Fund (RTF) and CDBG Projects, and multiple other funding sources.
Action: The City will be submitting applications for OPWC and MVRPC funding sources.
Status: Internal discussion for project priority
Timeline: Applications for OPWC funding are due in July. Applications for MVRPC funding are anticipated to be due this fall. **OPWC awarded funding for the Kemp road widening project in 2019/ 2020. MVRPC awarded the Kemp Road side path project in 2023 .**



Golf Course

1. Cover 95% of all operating expenses.

Action: We constantly are monitoring are expenses in every department as they relate to our incoming revenue

Status: Although we got off to a slow start with poor weather in the spring, May was a very good month for us and we started to see significant increases in revenue. Forecasting potential revenue for July, August and September looks significant as we are extremely busy with golf outings, league play, weddings and business meetings and party on the patio.

Timeline: More clear indication 3rd Quarter, current projections are slightly below anticipated revenue.

Status 2: As of the end of November, we covered 80% of our operating expenses. A strong December should bring us to 85% as we had some golf revenue as well as Christmas functions and a wedding. **Final calculations will be completed during first quarter of 2019.**

2. Increase golf revenue by 10% through fee increases for green, cart, and range fees.

Action: Increased our green fee and cart fee rates by \$1.00 for the 2018 season. This slight increase keeps us competitive with our competition (Yankee Trace & Heatherwoode). This also allows us the ability to initiate a slight increase to green fees and cart fees moving forward to increase revenue. Range fees have been increased as well this season with the purchasing of our new range dispenser. We have already exceeded revenue in this line item YTD from 2017.

Status: Forecasting into July, August and September we are extremely active with golf outings and league play. We have run (2) green fee promotional specials YTD both were sent out via Facebook and email blast. Good May weather also helped to boost green fee and cart fee revenue.

Timeline: More clear indication 3rd Quarter, current projections are slightly below anticipated revenue

Status 2: Total golf revenue in 2017 \$831,436. Total golf revenue in 2018 \$804,486; down 1%. Rounds 2017: 22,867, Rounds 2018: 22,301. This is directly related to the poor weather year we had in 2018. Shared with city council during our budget meeting, that every inch over our average equals \$10,000 in revenue. **Total green, cart and range fees were below previous year's total**

3. Conduct a price audit on the pricing structure of all menu items – including the grillroom, business meetings/seminars, and weddings within the Food & Beverage department. The goal is to develop pricing structures that maintain our competitiveness in this type of rental facilities market. Food and Beverage revenue for the 2018 budget are projected to increase by 5% by generating increased weddings events.

Action: A menu pricing audit was completed back in February by our Food and Beverage team. Our grillroom menu, outing menu, meeting and seminar menu and our wedding menus were all



rewritten. This pricing structure based upon 2018 food costs will make us more profitable with each menu item.

Status: We visited our local competition as it relates to wedding and business meeting pricing and we remain competitive within our market place

Timeline: More clear indication 3rd Quarter, current projections are slightly below anticipated revenue and expenses are slightly higher than anticipated. Additional assessment is being completed in P and L statements. **(Completed)**

4. Continue to market and promote youth golf by hosting two summer Junior Golf Camps and continuing the program where children under age 12 play free with an adult program.

Action: Camp #1 will commence on June 18th and run thru June 21st. We have a full camp at 80 kids. Camp #2 will commence on July 9th and run through July 12th.

Status: As of June 15th we have 50 kids registered for our second camp and anticipate another 80 kids. This is our 14th season of our junior program and it continues to be a huge success producing junior memberships here at the golf course. Children 12 and under play free started slowly this season due to the bad spring weather, we saw a larger number of kids play in May with a paying adult.

Timeline: Completed early July

5. Pursue opportunities to host additional Ohio High School Athletic Association district golf championships.

Action: Beavercreek is scheduled to host the OHSAA Boys Division I and III District Golf Championships.

Status: In 2019, we will be hosting the OHSAA Boys Division II Districts as well as the Girls Division I District Championships. Over the past several years, we have built a strong working relationship with the OHSAA and the Coaches Association and they have no future plans to move their Championship to another golf course.

Timeline: First two weeks of October **(Completed)**

6. Begin the initial phase of upgrading the practice range along with evaluating the feasibility of a comprehensive practice range renovation.

Action: In May, we implemented our new practice range dispenser as part of our upgrade to the practice range renovations.

Status: Time table for detailed drawings, timelines and capital dollar allocations per phases to be in our hands by the end of June.

Timeline: Beginning range renovations in late fall of this year, with phase 2 beginning in 1st and 2nd quarter 2019 after the budget is approved in December for the 2019 season.

Status 2: This project has been temporarily placed on hold due to cost of the project and was not funded in the 2019 budget.



Parks

1. Install new playground at Rotary (contingent upon receiving Nature Works Grant) and Gerspacher Parks.
Action: Notification of successful Nature Works Grant was received, Public involvement meeting has been completed
Status: playground structure has been purchased
Timeline: Installed with Township support fall of 2018 **(Completed)**
2. Improve Merrick Park by adding a climber, swing, shade, benches, etc.
Action: Public involvement meeting held at Lofino Plaza
Status: Purchased small shade structure, swings, overhead climber with slide based on citizen responses.
Timeline: Installation July 7, 2018 community build
3. Install new parking lot for Shoup Park overflow parking.
Action: Survey for parking lot to be completed this year
Status: preliminary estimates indicate that additional funds will be needed for construction
Timeline: This project will be carried over to next year.
Status 2: Project awarded.
Timeline 2: Will be completed in Spring 2019.
4. Create 10 year Parks and Recreation Master Plan.
Action: RFQ created and distributed
Status: Brandstetter Carroll selected to lead the process, establishing steering committee to assist staff
Timeline: 10 month process deliverable capital projects in preparation for 2019 levy cycle based on citizen based priorities **(Ongoing). Presentation to City Council in 2nd quarter 2019.**
5. Continue with tree replacement plan at Gerspacher and Spicer Heights Parks.
Action: Removal of dead ash trees completed as part of new playground site preparation at Gerspacher.
Status: On-going.
Timeline: Trees will be planted in fall at Gerspacher and Spicer Heights. **(Completed)**
6. Grow Adopt A Park program by two parks.
Action: Increase awareness of program
Status: One (1) group has been added to the adopt a park program this year.
Timeline: On going.
7. Identify and seek out volunteer groups to help clean up Beavercreek parks.
Action:



Status: On going

Timeline: Additional effort placed in third and fourth quarter. No new additional groups added.

8. Obtain Tree City USA designation.

Action: Council adopted and created Tree Board Tree Board began March 2018

Status: Build and developed spread sheet for tracking tree work, hours and materials, Staff continuing to update spread sheet calculating costs of work done on trees Arbor Day celebration with proclamation complete April 2018.

Timeline: 4th quarter 2018.

Status 2: Application due December 7. Application completed. Confirmation will be received 1st quarter 2019.

Recreation

1. Continue to promote the new space available at The Lofino Plaza for public programs and meetings for various organizations.

Action: Plaza space has been open for over 6 months and is utilized for both recreation classes and community meetings.

Status: 132 meetings have been held since October 2017 in the meeting space

Timeline: On-going

Status 2: 287 meetings have been held since October 2017 in the meeting space

2. Host an Arbor Day Celebration in conjunction with Tree City USA efforts.

Action: Parks Division in coordination with Tree Advisory Board put on small ceremony with remarks from Tree Board, Proclamation from the Mayor and Council; story and crafts from Beaver Creek Community Library

Status: Completed on April 27, 2018

Timeline: (Completed)

3. Facilitate volunteer recognition event with the Park Board.

Action: Park Advisory Board coordinated this event at the Beaver Creek Golf Club, which hosted approximately 100 volunteers

Status: Completed Thursday, April 26, 2018

Timeline: (Completed)

4. Foster new relationship with the Beaver Creek branch of the Greene County Public Library by organizing and promoting a quarterly family nature program, a monthly adult outdoor program (April – October), and library story time visits at summer camps.

Action: Established and renewed relationship with Greene County Public Library



Status: 4 Family nature programs (one per quarter) with read, explore and create components. Spring has Sprung completed in April Monthly adult programs April – October: Millennial Walk & Talk Book Discussion completed in April, Nature Painting will occur in May Library story time visits at summer camp during June and July.

Timeline: On going. **(Completed)**

5. Partner with Decoy Art Studio to run financially successful winter and spring break camps by breaking even.

Action: Run programs.

Status: Spring break camp was cancelled due to low enrollment. Camp partnership has been suspended at this time.

Timeline: Suspended.

6. Increase indoor program offerings utilizing Lofino Plaza multipurpose room. Run an average of two programs per day at both C.I. Beaver Hall and Lofino Plaza.

Action: Several new classes are being offered at Lofino Plaza: Drums Alive, TA-DA Nature Adventures, Tae Kwon Do, Family Yoga. Plaza space is being used to decrease class cancelations at Senior Center when there are large events.

Status: Lofino plaza is being utilized 23/31 days in May, 4 of those days in May, 4 of those days have 2 or more reservations.

Timeline: Will be ongoing throughout the year

7. Increase rentals at C.I. Beaver Hall by 10%.

Action: Increase rental awareness to citizens

Status: As of May 30, we have 25 reservations for various parties; in 2017 we had 22 at this time

Timeline: On going

Status 2: As of November 30, we have 45 reservations for various parties; in 2017 we had 48 at this time

8. Send quarterly surveys relating to programming and classes to identify improvements in offerings.

Action: Surveys for summer camp will go out at the end of the summer program

Status: Program surveys will be sent out by the end of June

Timeline: On-going

Status 2: Program surveys for C.I. Beaver rentals and fall classes have been sent out and are awaiting results. This is an ongoing project

9. Identify new sponsors to donate to the Camper Scholarship Fund to send five additional children to camp.



Action: Advertise Camper scholarship fund availability

Status: Beaver Creek Kiwanis Club donated \$1,500, Feed the Creek donated \$5,000

Timeline: On-going **(Completed)**

10. Increase special event donations to cover 90% of event costs.

Action: Distribute sponsorship packet

Status: Summer Kick Off – covered in full

Fishing Derby – covered in full

4th of July – covered in full

Summer Concert series – total price for 8 bands \$2,450, sponsorship dollars \$850

Timeline: On-going **(Completed)**

Senior Center

1. Contact area clubs, groups, churches, and organizations to increase number of volunteers by 10%.

Action: Letters prepared, verbal conversations with GCCOA, Beaver Creek Chamber and Beaver Creek Church of the Nazarene

Status: On-going

Timeline: Complete in 4th quarter

Status 2: Added 17 new volunteers – over 10% increase.

2. Purchase and implement new transportation software.

Action: Working with Greene CATS to see if we can share their software vs purchase our own.

Status: Will be securing additional quotes from other vendors by the end of June

Timeline: 4th quarter

Status 2: Conversations with Greene CATS to see if sharing software is feasible. Retained 3 bids from outside vendors. Vendor chosen, working to put together program; training in November/December. Software has been purchased. Ecolane (vendor) is currently working with staff to finalize site.

Timeline 2: Implementation 1st quarter 2019.

3. Review and evaluate the transportation program to identify the number of volunteers needed for current and future operations.

Action: Met and discussed our current and future needs for transportation volunteers. We continue to recruit new volunteers through print and billboards as well as word of mouth.

Status: Received new large van through MVRPC grant

Timeline: On-going



4. Create a manual for volunteers that complies with Miami Valley Risk Management Association's best practices guidelines.

Action: Create best practices guidelines

Status: Project not yet started

Timeline: Will be complete the end of 4th quarter – **to be completed 1st quarter 2019.**

5. Create a transportation manual for each van so that volunteers and staff have detailed information about the particular van they are driving.

Action: Create manual

Status: Project not yet started

Timeline: Will be complete the end of the 4th quarter – **to be completed 2nd quarter 2019.**

6. Actively promote the benefits of joining the Senior Center with the result of increasing membership by 5%.

Action: Spoke to Greene County Adult Protective Services Interdisciplinary Team about Senior Center which had community leaders in attendance.

Status: Working with Beaver Creek News Current to market programs.

Share information at GCCOA meetings

Share information at special events to reach other seniors in Greene County

Timeline: On-going

Status 2: Membership increased by 1475 members. Coordinated with local paper to get full page ad; advertised in In-Touch Newsletter; mentioned programs in various meetings with Greene County Council on Aging and GreeneCATS.

CITY COUNCIL
Regular Meeting – March 11, 2019 6:00 p.m.
Council Chambers

1368 Research Park Dr
Beavercreek, Ohio

PROCLAMATIONS

- ◆ National Girl Scout Week, Susan Grinkemeyer

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE AND PRAYER/MOMENT OF SILENCE – Council Member Upton
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
- VI. PUBLIC HEARING – 06-6 SSP #3 Noah's Event Venue
 - A. Applicant Presentation
 - B. Staff Presentation
 - C. Public Input
 - D. Council Input
 - E. Motion
- VII. ORDINANCES, RESOLUTIONS AND PUDS
- VIII. COUNCIL TIME
- IX. MAYOR'S REPORT
- X. CITY MANAGER'S REPORT
- XI. CITIZEN COMMENTS
- XII. ADJOURNMENT



CITY COUNCIL
Regular Meeting – February 25, 2019 6:00 p.m.
Council Chambers

1368 Research Park Dr
Beavercreek, Ohio

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE AND PRAYER/MOMENT OF SILENCE – Council Member Rushing
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
 - A. January 28, 2019 Regular Meeting
 - B. February 11, 2019 Regular Meeting
- VI. ORDINANCES, RESOLUTIONS AND PUDS
- VII. DECISION ITEMS
 - A. Board and Commission Appointments
- VIII. COUNCIL TIME
- IX. MAYOR'S REPORT
- X. CITY MANAGER'S REPORT
- XI. CITIZEN COMMENTS
- XII. ADJOURMENT

PLANNING DEPARTMENT STATUS REPORT

February 12, 2019

CITY COUNCIL

February 25, 2019

-

March 11, 2019

- PUD 06-6 SSP #3, NOAH'S Event Venue, public hearing

Tabled / Delayed / Pending

-

PLANNING COMMISSION

March 6, 2019

- PUD 06-5 SSP #3, Beaver Creek Business Park, public hearing
- PC 19-1 CU, Zip's Car Wash, public hearing
- PC 19-2 ASRA, Zip's Car Wash, public hearing
- PUD 18-2 SSP #1, Holiday Inn Express, public hearing
- PUD 18-4 SSP #1, Indian Ripple Retail, public hearing
- PC 19-3, Thoroughfare Plan, public hearing

Commercial Permits Submitted and Under Review

- Dollar General
- Harvest

BOARD OF ZONING APPEALS

February 13, 2019

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Currently Tabled or Delayed

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